

# PRACTICAL PHONOGRAPHY

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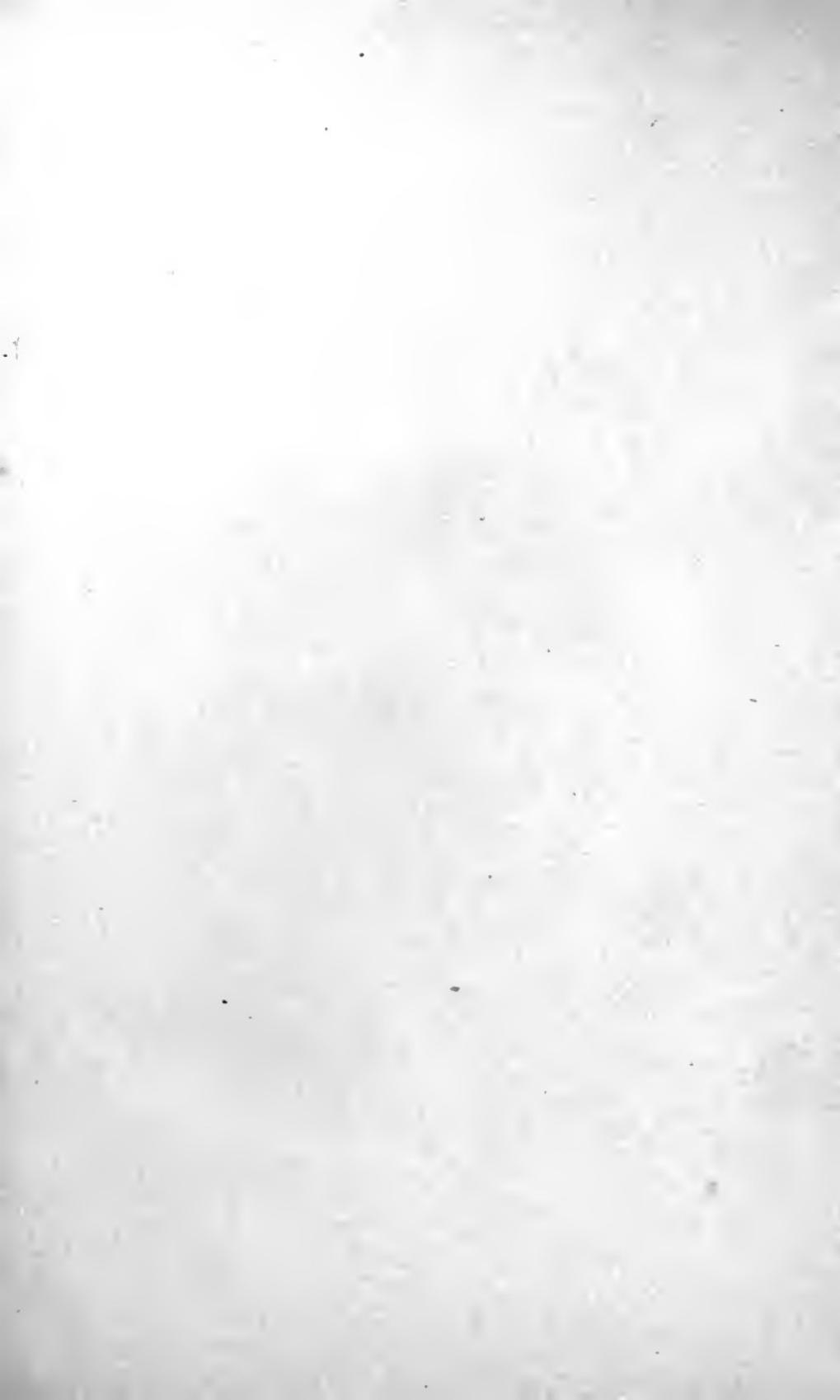
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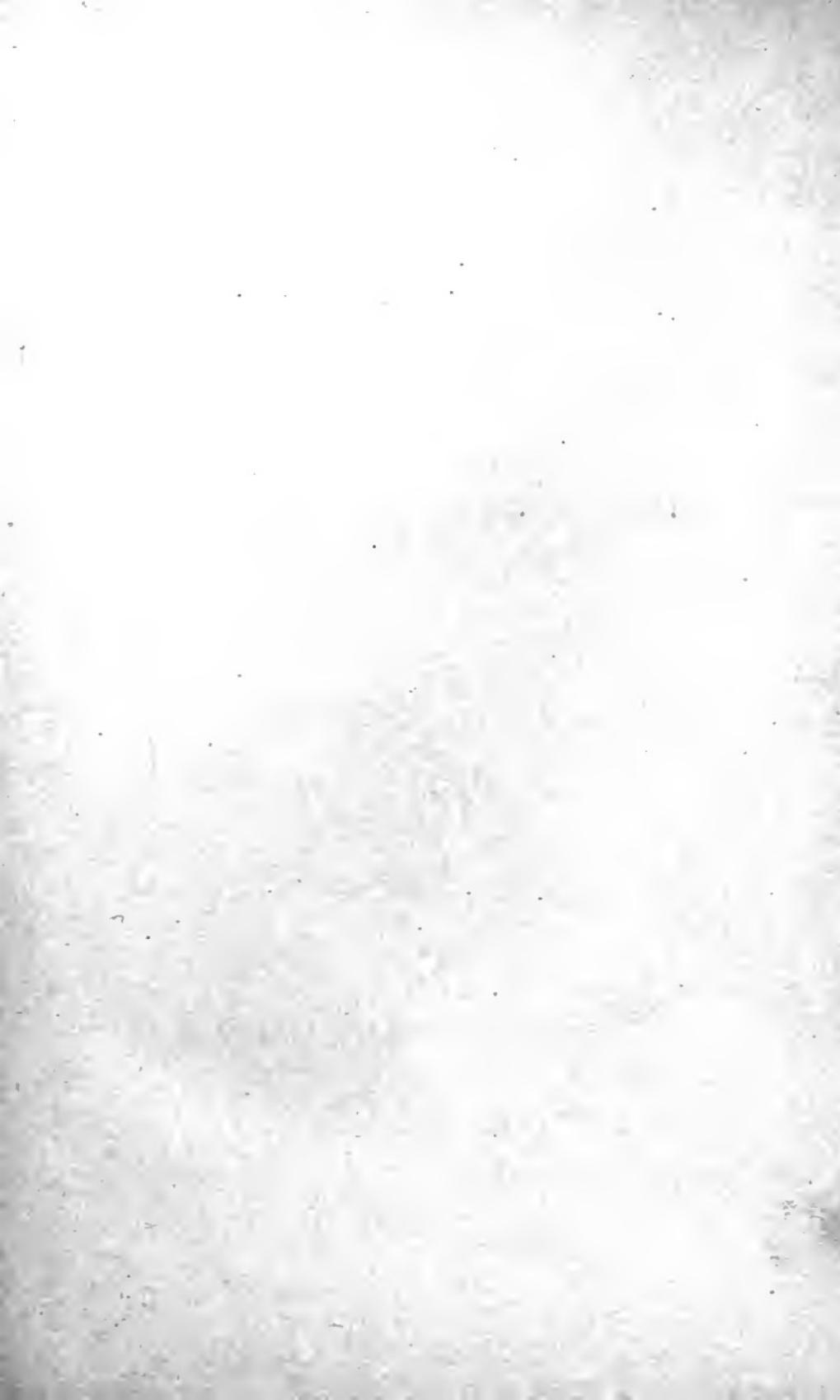
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# PRACTICAL PHONOGRAPHY

A REVISION OF  
LESSONS IN MUNSON PHONOGRAPHY

BY

L. H. PACKARD



S. S. PACKARD, PUBLISHER

NEW YORK



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## PREFACE

This text-book of PRACTICAL PHONOGRAPHY is a revision and amplification of the "Lessons in Munson Phonography," written by Mrs. L. H. Packard under the personal supervision of Mr. James E. Munson, in 1886. Since then a number of changes have been made in the system. These have been tested in practical teaching and reporting by the teachers of the Packard School, and the survival of the fittest is embodied in this little book.

The especial attention of the teacher and the pupil is directed to the logical order of presenting the principles of the system, and the variety and novelty procured by the introduction of sentence reading and writing from the very beginning.

The first twenty-two lessons embody the principles of Munson Phonography as applied to the sounds and syllables of words, and the remaining lessons the application of these principles to phrasing.

Beginning with Lesson I a few word signs and contractions are taken up in every lesson, so that unconsciously and with very little labor the pupil has familiarized himself with almost all those in the system by the time the principles are thoroughly mastered.

The memorizing of the other lists of phrases and special outlines, following the lessons, is required in the course of instruction in the Packard School, but not until the principles are thoroughly learned and some original writing has been done, thus minimizing the drudgery.

All rules have been reduced to the clearest and simplest statement, and every principle is fully illustrated in the text, a feature which makes the book practically a self-instructor.

The keynote of the book is simplicity and practicability.

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# LESSON I

## PHONOGRAPHIC ALPHABET

### CONSONANT STEMS

<i>Letter</i>	<i>Stem</i>	<i>Name</i>	<i>Example</i>
P	＼	pee	sound of p in pay
B	＼	bee	“ b “ bay
T		tee	“ t “ to
D		dee	“ d “ do
CH	/	chay	“ ch “ chain
J	/	jay	“ j “ jam “ g “ gem }
K	—	kay	“ k “ kin “ c “ come }
G	—	gay	“ g “ go
F	(	ef	“ f “ fine “ ph “ phase }
V	(	vee	“ v “ vow
TH	(	ith	“ th “ thin
DH	(	thee	“ th “ them

<i>Letter</i>	<i>Stem</i>	<i>Name</i>	<i>Example</i>
S	)	ess	sound of s in so “ c “ ace }
Z	)	zee	“ z “ zone
SH	)	ish	“ sh “ shy
ZH	)	zhee	“ z “ azure
M	(	em	“ m “ may
N	(	en	“ n “ no
NG	(	ing	“ ng “ sing n “ bank }
L	↖	lee	“ l “ law
R	⤒	ree	“ r “ row
R	⤓	er	“ r “ ear
W	⤓	way	“ w “ woe
Y	⤓	yay	“ y “ you
H	(	hay	“ h “ hall

1 There are twenty-four different consonant sounds in the English language ; these are represented by light and shaded, straight and curved strokes which are called consonant stems. The straight stems are one-half the diameter, and the curved stems one-quarter the circumference, of the circles given on the following page.

**2 Diagram showing the origin of the consonant stems**



**3** Write the horizontal stems from left to right; *L* and the straight stem for *R*, upward; all the other stems, downward.

*R*, when standing alone, to distinguish it from *CH*, is written at an angle of 30 degrees from the line: *ree* *chay*

**4 How to Learn Consonants** Write and re-write accurately each stem while memorizing the alphabet; thus, from the beginning, the mind and fingers are trained to work together. *Bear in mind that these characters represent sounds, not letters.*

**5 Length of Stems** Make all stems *uniform* in length, about one-sixth of an inch long.

**VOWELS AND DIPHTHONGS**

**6** There are sixteen different vowel sounds in the English language. The *long* vowels are represented by heavy dots and dashes; the *short* vowels, by light dots and dashes; the diphthongs, by two dashes joined.

The first three diphthongs are in the *first* position; the last is in the *third* position.

**NOTE.** Diphthongs should be written without lifting the pencil from the paper; thus for *I*, begin the stroke in the direction of *P* stem, and finish in the direction of *R*:

## VOWELS

•   a in ma	-   a in paw	•   a in at	-   o in on
•   a in may	-   o in no	.   e in set	-   u in up
.   e in me	-   o in do	.   i in it	-   u in put

## DIPHTHONGS

^   i in pie	<   oi in boy	^   ow in how	>   ew in pew
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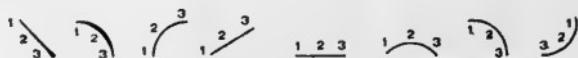
7 Each consonant sound has an exact representative ; the vowel scale however is not perfect, though sufficiently so for practical purposes.

- a The third heavy dot represents the sound of *e* in *me*, and of *ea* in *hear*.
- b The first light dot represents the sound of *a* in *at*, *a* in *care*, *ai* in *fair*.
- c The second light dot represents the sound of *e* in *met*, *e* in *her*, *i* in *sir*.

8 Vowels and Diphthongs have three *places*: (1) at the *beginning*; (2) at the *middle*; and (3) at the *end* of the consonant stem.

The numbers of the vowel places are counted from the *beginning* point of writing a stem.

## VOWEL PLACES

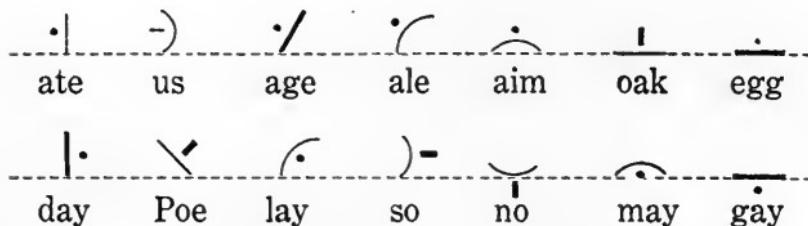


As the stems  and  are written upward, the

vowel places on these stems are read from the bottom upward; on other stems, from the top downward, or from left to right.

## HOW TO WRITE PHONOGRAPHY

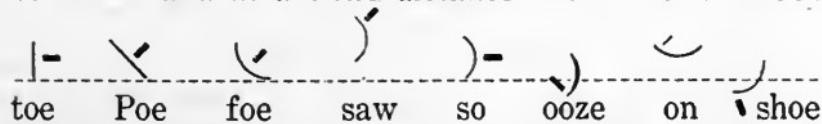
9 Write the consonants first. A vowel preceding a consonant is placed to the *left* of an upright or inclined stem, *above* a horizontal. A vowel following a consonant is placed to the *right* of an upright or inclined stem, *below* a horizontal. Thus:



Note exception in the use of diphthong "I". This diphthong is written first, and the *upright* or *inclined* stem is joined where a distinct outline is formed:

eyed, ice, ire.

10 All dash vowels are written at right angles to stems and at a little distance from them. Thus:



Diphthongs are always written as given in the alphabet, regardless of the slant of the consonants to which they are placed. Thus:



11 When *R* represents the *first* sound in a word, use the straight sign (*ree*), which is always written upward : ray, row.

When at the beginning of a word *R* is preceded by a vowel, use the curved sign (*er*), which is always written downward : ore, ear.

12 **Consonant Positions** Consonant stems have three positions:

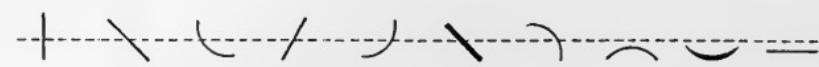
*First*, above the ruled line; the upright or inclined stems half the height of the stem T above the line, and the horizontal stems the full height of the stem T above the line :



*Second*, on the line :

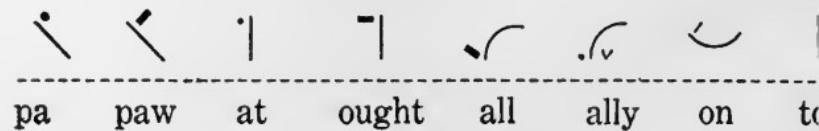


*Third*, the upright or inclined stems half way through the line, and the horizontal stems just below the line :

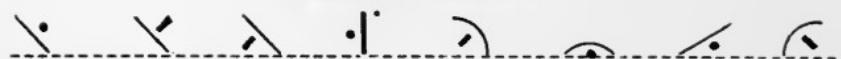


13 The *position of the stem* is determined by the *place* of the vowel or diphthong. In words having two or more vowel sounds, the *accented* vowel governs the position of the stem.

#### FIRST POSITION



## SECOND POSITION

  
 pay Poe ope Ada oar may ray low

## THIRD POSITION

  
 pea pooh to fee key me ill era

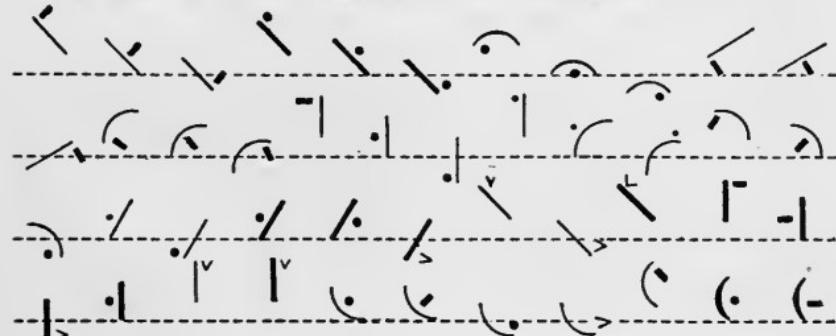
## HOW TO READ PHONOGRAPHY

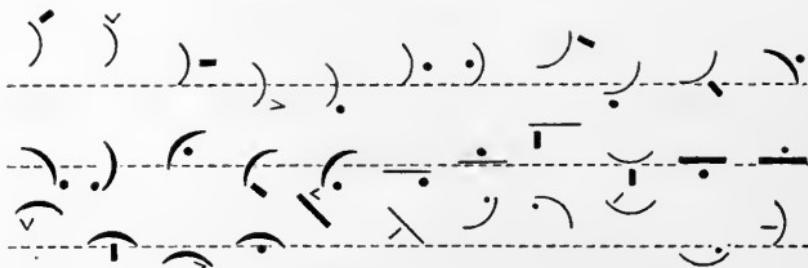
14 Where upright or inclined stems occur, read the same as in longhand, from left to right:  ivy,  obey,  easy. Where horizontal stems occur, read from above downward:  Annie,  Amy.

15 Where two concurrent vowels are to be written to one consonant stem, write them at different distances, keeping the sound of the vowel that is *heard* nearer to the consonant, nearer to the stem:  payee,  iota,  Ohio.

16 Translate the following:

## WORDS OF ONE CONSONANT AND ONE VOWEL SOUND





## **WORDS OF ONE CONSONANT AND TWO OR MORE VOWEL SOUNDS**



### 17 Memorize:

## DOT, TICK AND BRIEF SIGNS FOR WORDS

a... ah... awe... of...  
 an}... O... who... I...  
 and}... oh}... whom}... you...  
 the... owe}... you...

18 A period is represented thus × or ∞; a dash, thus = ; an interrogation, thus / ; an exclamation, thus † ; a hyphen, thus = ; a colon, thus × ; a semi-colon, thus ; . The comma is not usually written.

Proper names are indicated thus, Ella J., Roy L.

## SENTENCES

A page from a handwritten musical manuscript. The page contains approximately 12 staves of music, each consisting of four horizontal lines. The notation is written in black ink and includes various note heads (circular, square, triangular), stems, and beams. Some staves begin with a clef (such as F, C, or G) and a key signature indicator. The handwriting is fluid, with some variations in stroke thickness and ink saturation.

## LESSON II

### WRITING EXERCISE

19 In writing a word in phonography, first determine the vowel place, then write the consonant stem in the corresponding position.

20 In the back of the book is a complete list of contractions and words written out of position, arranged alphabetically. A few of these are given in this and the following lessons, and are used in the sentences. The list thus divided is more easily memorized.

#### CONTRACTIONS

can \_\_\_\_\_      come \_\_\_\_\_      could \_\_\_\_\_  
well ſ      will ſ      would ſ

#### WORDS OF ONE CONSONANT AND ONE VOWEL SIGN

Pa	bee	to	toy	die	edge
pay	bow	two	out	dye	joy
pea	beau	too	day	Dow	Jew
paw	ebb	ate	doe	dew	coo
Poe	by	eight	dough	due	ache
ape	bye	eat	aid	each	eke
up	buy	ought	awed	itch	oak
pie	boy	aught	ode	chew	coy
pew	bow	at	add	jay	cow
Bey	tea	it	odd	jaw	gay
be	toe	tie	eyed	age	egg

guy	sea	she	in	ore	weigh
fay	saw	ash	on	air	we
fee	sew	ma	ale	err	woe
foe	so	may	ail	ere	woo
oaf	ice	me	eel	ire	yea
fie	sigh	maw	owl	hour	ye
few	soy	my	ell	ray	ha
eve	sue	mow	ill	raw	hay
vie	eyes	mew	aisle	row	hoe
vow	ooze	know	isle	rue	high
view	show	aim	lie	rye	how
say	shoe	am	lye	Roy	hew
see	shy	knee	ear	way	Hugh

WORDS OF ONE CONSONANT AND TWO OR MORE  
VOWEL SIGNS

Icy	alley	Ella	Ida
essay	allay	oily	boa
easy	airy	eighty	iota
aloe	arrow	ashy	avowee

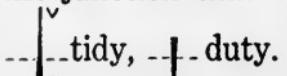
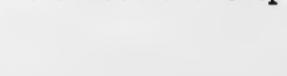
In May we aim to be each day on *the* bay to row. If Roy ought to pay a fee to Hugh, *you* ought to be *the* payee. We saw *the* show at Kew, and *the* coy foe bow to *the* Jew in *the* aisle. *The* Bey may be ill on *the* isle all day, and die at eve. We saw Joe aim at *the* owl in *the* oak, and sigh to see *the* oak so high. They say they saw all *who* owed me and all *who* know you. Eva and Ella say they will come to see you. Can you pay me in May all *you* owe me? How well I could see at eight to aim my bow and arrow. Ida would come to sew if *you* would.

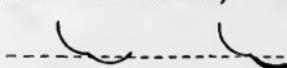
## LESSON III

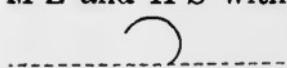
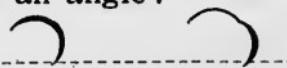
### JOINING CONSONANT STEMS AND PLACING VOWELS BETWEEN THEM

21 To write words of two or more consonant stems, it is necessary to learn (1) how to join stems ; (2) how to write them in position ; (3) how to place the vowels.

22 All the consonants of a word must be written before any vowel (except the initial diphthong I), and joined without stopping the movement of the pen.

23 A shaded and a light stroke with no angle between them should be written so that the junction is not distinctly marked ; otherwise a stop would occur at the junction that would retard the speed :  keg,  
 tidy,  duty.

24 F-N, F-NG, V-N, V-NG must have an angle between them ; TH-NG are written without an angle :   

25 M-S and H-Z are joined without an angle ; M-Z and H-S with an angle :   

26 The *first upright or inclined stem* must be written in the position corresponding with the place of the *accented vowel*.

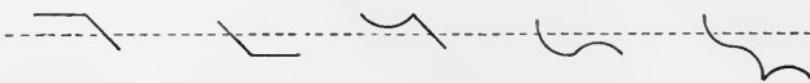
## FIRST POSITION



## SECOND POSITION.



## THIRD POSITION



## RULES FOR WRITING VOWELS BETWEEN STEMS

27 *First-place vowels* must be written to the stem that precedes them: pack, knock,  
 balm, pike, mouth, boyish.

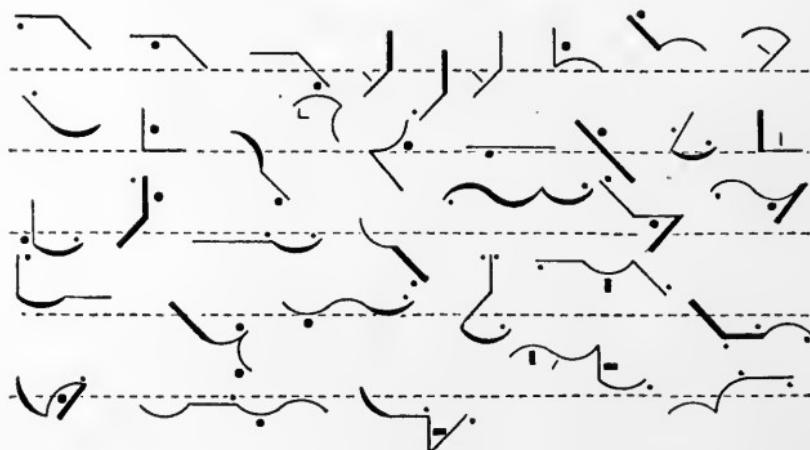
28 *Long or heavy second-place vowels* must be written to the stem that precedes them: came,  
 choke, fame, poke.

29 *Short or light second-place vowels* must be written to the stem that follows them: keg,  
 gum, cup, peck.

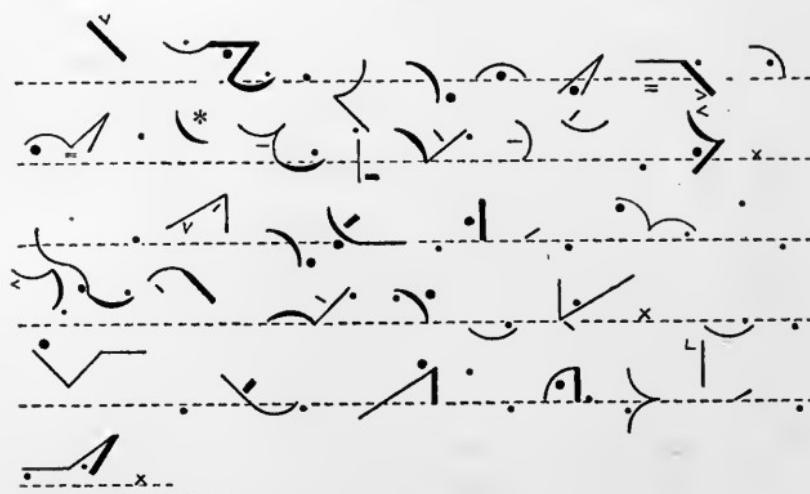
30 *Third-place vowels* must be written to the stem that follows them: keep, pick,  
 book, duke.

31 When N is followed by K it has the sound of NG : ink, bank.

32 Translate words and sentences :



SENTENCES



\*See page 22.

## LESSON IV

### WRITING EXERCISE

33 Have a mental picture of the consonant stems and their positions before writing a word, then write the consonants without lifting the pencil, and place the vowels to the stems as instructed in the preceding lesson. Never write part of a word and stop to think, before completing it, what the remainder of the outline should be. Think first, then write. Memorize the contractions before writing the sentences.

came	cape	back	cook	chimney
cake	cup	jam	gang	Geneva
kick	tub	Madge	diet	Timothy
meek	keep	much	decay	baggage
ink	bag	chum	cage	cabbage
pack	bog	fog	dime	package
pike	bake	gage	Puck	dimity
poke	beck	patch	path	fathom
peck	check	chap	bathe	depth
peek	beg	peach	packing	entomb
pick	big	cheap	taking	betake
cap	beak	pitch	tucking	poetic
cope	cab	chip	becalm	Jumbo
coop	Jack	tip	coffee	backing
cube	jig	type	comedy	making
cob	chime	duty	Kennedy	matching
gap	chop	tidy	poem	penny

## CONTRACTIONS

that	(	them	(	with	)	from	{	time	)
large	/	where	/	were	/	have			
her	)	for	)	shall	)	should			

## SENTENCES

*I have a large book to move from the top of a high rack, so you may come and aid me. I may keep you busy for an hour. How much money shall I have to pay you for that time? Edith and her chum Ida will carry the big package of Java coffee in a cab with them, and manage to take it to the cook in Albany. They came back in a cab with us. On the way to the village, you will see a large palm, where we will be Monday.*

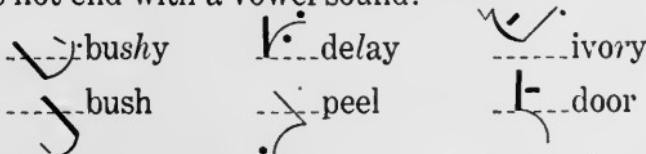
## LESSON V

### . HOW TO WRITE SH, L, AND R

34 For convenience in giving examples, the consonant stems will be represented hereafter by capital letters, the modifications by small letters.

35 The proper use of the signs for SH, L, and R, which are sometimes written upward, sometimes downward, is somewhat difficult to learn. A condensation of the rules for the use of these stems is here given, and hereafter in writing lessons, when any one of these stems is to be written upward, the letter or letters it represents will be italicized. Thus may be acquired by practice, what is difficult to learn theoretically.

36 When SH, L, or R is the last consonant stem of a word, the up-stroke is used if the word ends with a vowel sound; the down-stroke is used if the word does not end with a vowel sound:



37 They are called *shee*, *lee*, and *ree* when the up-stroke is used; *ish*, *el*, and *er*, when the down-stroke is used.

38 Between stems, they may be written either upward or downward, the direction depending upon the ease of joining and the clearness of the outline.

The preceding are the only rules that apply to all the stems.

39 SH is written *downward* when it is the only consonant stem of a word : she, show, shy, ash, issue.

40 SH is written *upward* after F and V : fish, knavish.

41 L is written *downward* : (1) when, at the beginning of a word, it is preceded by a vowel, and followed by a *horizontal* stem : alike, alum ;

(2) before M-P : lamp, lump ;

(3) usually after a half-length or double-length N, which will be illustrated later.

42 L is written *upward* : (1) when it is the only consonant stem of a word : lay, eel ;

(2) when it represents the first sound of a word, unless followed by M-P : lake, lame ;

(3) before a down-stroke : latch, apology.

43 R is written *downward* : (1) when standing alone, if preceded, or both preceded and followed, by a vowel : ear, array ;

(2) when preceded by a vowel at the beginning of a word, unless followed by CH, J, TH, or DH : ark, airing, arch, urge, earth ;

(3) before M : room, ream.

**44** R is written *upward*: (1) when it is the only consonant stem and is not preceded by a vowel:  
ray, row.

(2) when it represents the first sound of a word, except when followed by M: rake, rank.

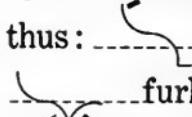
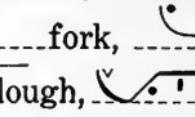
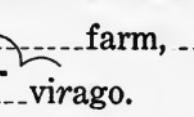
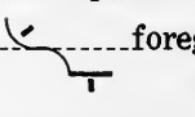
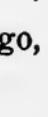
(3) when it is followed by CH, J, TH, DH, T, D, F or V: march, carriage, married,  
forth, party, purify, purvey.

**45** Retain the primitive outline of a word ending in L or R, when writing a derivative ending in "ing"; thus: fail, failing, toil, toiling,  
fear, fearing, fire, firing,

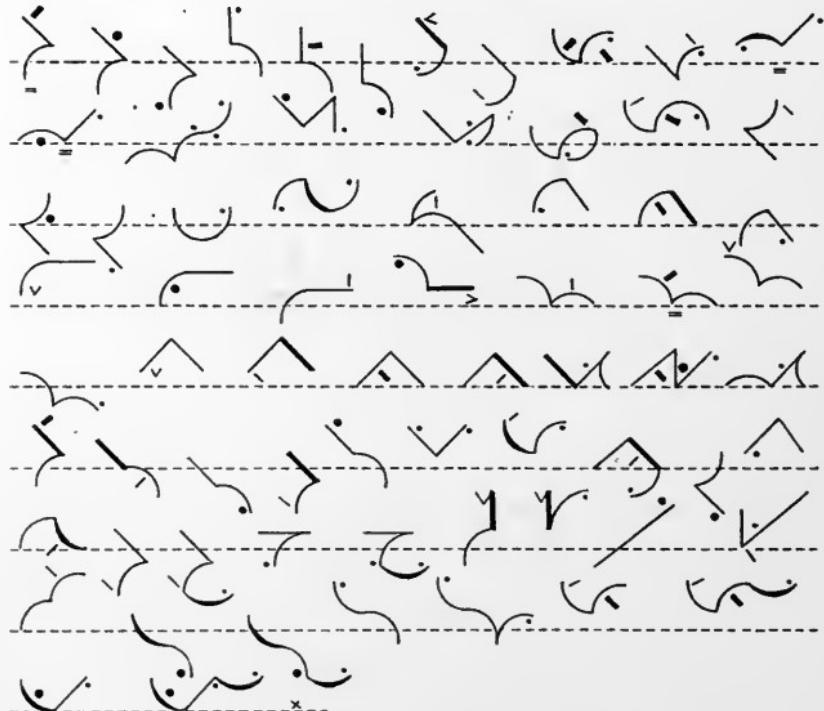
except where a straight upright stem precedes R, in which case the derivative is formed by changing to upward R; thus: tear, tearing, tire,  
tiring, jeer, jeering, appear,  
appearing.

**46** When L follows L, and R follows R, the upward stems are used, even where they are the final sounds in a word: Lowell, rare.

**47** When the stems F-R, or V-R are followed by K, G, M, or L, use the downward R, unless R is followed

by a vowel sound, in which case use the upward *R*; thus:     

Translate the following words and sentences:



#### CONTRACTIONS

had 	did 	what 	him 
which 	ever 	but 	was 
these 	gave 	give, given 	

#### WORDS OUT OF POSITION

do 	he 
--	--

SENTENCES

## LESSON VI

### WRITING EXERCISE

Fur	fill	lamp	narrowing	repel
far	foul	fishing	tear	repair
fair	elope	forego	tearing	apology
bar	jewel	forum	pour	ambush
berry	showing	fail	pouring	parade
rub	review	failing	bear	parish
reap	wrath	file	bearing	polar
dull	thorough	filng	lowly	tailor
lash	zero	coil	lilac	tyranny
Irish	vowel	coiling	roar	fallacy
live	wreath	foil	mirror	cupola
appall	wreathe	foiling	polish	guilty
adore	lack	fire	forage	illuminate
pour	like	firing	varied	mulberry
bore	alike	ferry	remedy	factory
room	alum	ferrying	remove	repolish
bell	milk	borrow	parody	sheepish
bill	rink	borrowing	alarm	repartee
vile	link	narrow	novel	territory

*The monotony of life may be varied by a ride in the park, and to the dock by the deep sea. Few who know how to make money, know how to keep it. See my Kitty. She ought to be rich and ride in a carriage, and have a red rug by the fire. Mamma gave Harry a book, and papa gave Mary a doll; but to me*

they *gave* nothing. A duty may also be a joy if we *but* make it so. We *should owe* no money to *the* poor ; we *should borrow* no money *of* the rich. *Shall* Timothy make *an* apology to avenge *the* wrong *he did* ? *He saw* the deputy talking *with* Eli in Geneva. In all Gotham, *you shall see* that time and money may both lead to infamy. Agassiz *had no time* to be rich. *He did what he saw should make him appear* to many who *had no power* to fathom *the depth of love and duty*, to lack alike a *love of fame and money*. Talking so much may involve making *an* apology. *Give me what I ask, and I leave you to say what you like.*

## LESSON VII

### HALVING

48 Writing any consonant stem half-length adds *t* or *d* to it.

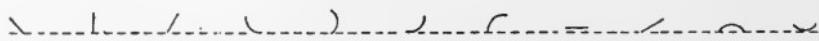
49 When halving upright or inclined stems, bear in mind that the upper half is cut off, thus leaving the positions of half-lengths as given below.

Horizontal half-length stems are written in the same position as full lengths (par. 12).

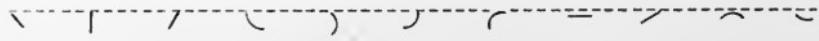
#### FIRST POSITION



#### SECOND POSITION



#### THIRD POSITION



50 *L alone* half-length is *Lt*, *not Ld*: ~~L~~ late, *not laid*, ~~L~~ let, *not led*.

51 *R (ree) alone* half-length is *Rt*, *not Rd*: ~~R~~ write, *not ride*, ~~R~~ root, *not rude*.

52 *W alone* half-length is *Wt*, *not Wd*: ~~W~~ wet, *not wed*, ~~W~~ weight, *not wide*, ~~W~~ weight, *not wade*.

53 A half-length and a full-length or two half-lengths cannot be joined unless there be an *angle* at the junction :  attacked,  looked.

54 When the present tense of a regular verb ends with a full-length stem, the past tense is written by making the last stem half-length :  comb,  combed,  pack,  packed,  doom,  doomed.

55 When the present tense ends with a half-length, the past tense is formed by writing the final stem full-length and adding a half-length T or D :  act,  acted,  pat,  patted,  intend,  intended.

56 All words ending in *ted* or *ded* must be written with a half-length T or D :  fated,  matted,  jaded.

57 When the sound of T or D is immediately preceded by two vowels, the stem sign must be used :

 poet,  riot,  period.

58 When a vowel sound follows T or D at the end of a word, the stem sign must be used :  pity,  undo,  needy.

An exception is sometimes made to this rule in the case of words ending with *ty*, but this is allowed only for the sake of shortening certain outlines :  ability.

59 A half-length T or D should be detached and written closely to the preceding part of the word, when, if joined, there would be no angle at the junction:  
 -dated, -waited, -inundated.

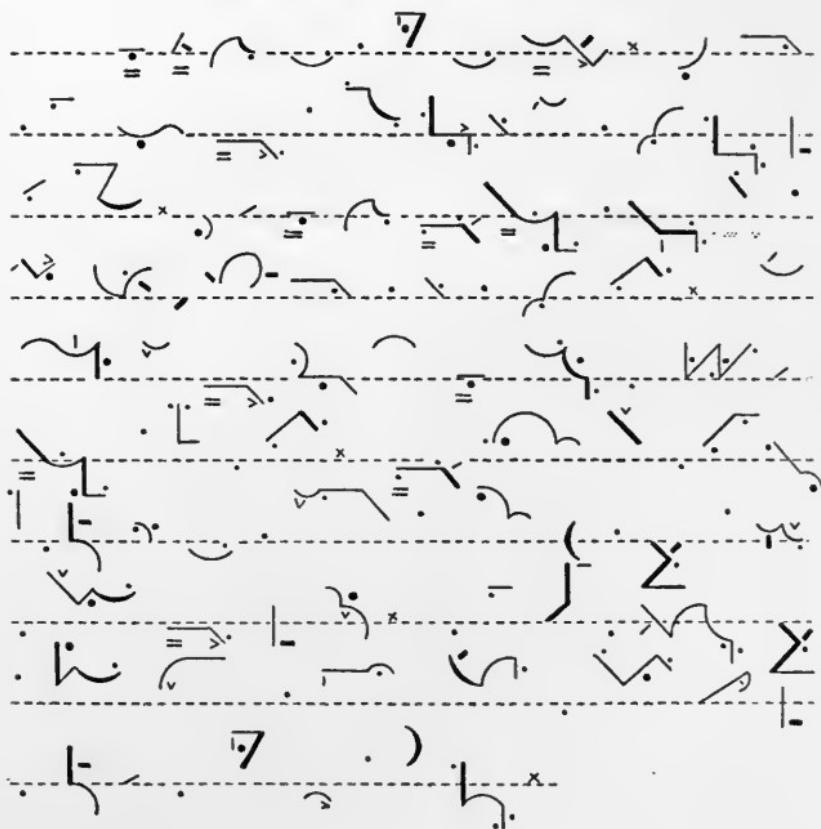
60 In some cases where the meaning might be doubtful, the stem is used to represent D, and the halving, T:  
feet, food, coat, code.

61 Translate words and sentences, observing the following

#### ORDER OF READING

- 1 Vowel before the stem
- 2 Stem
- 3 Vowel after the stem
- 4 Halving



**Kate Choate and Her Cat**

## LESSON VIII

### WRITING EXERCISE

#### ONE STEM, HALF-LENGTH

kite	taught	jet	shoot	right
ached	dot	bought	east	root
cute	cheat	about	iced	lute
get	chewed	shout	met	tide
good	jot	night	light	might

#### TWO STEMS, THE SECOND HALF-LENGTH

copied	lived	decked	choked	remote
coiled	tepid	edict	repeat	wrecked
combed	tippet	delight	refute	tucked
ticket	timed	dilute	rapid	raked

#### TWO STEMS, THE FIRST HALF-LENGTH

detach	lightly	written	fatally	knitting
badly	acting	writing	voting	<i>lately</i>
getting	active	rating	motley	lottery
goodly	cutting	bottom	editor	headache
notify	esteem	fighting	evading	beautify
letting	ratify	fatal	ending	mutely

#### TWO HALF-LENGTH STEMS

cutlet	indicate	modulate	ultimate	modified
obdurate	esteemed	moderate	abdicate	medicate
detect	notified	midnight	eradicate	estimate

## THREE STEMS, THE FIRST HALF-LENGTH

actively	petrify	bedroom	modifying
catalogue	bootjack	madcap	esteeming

## THREE STEMS, THE SECOND HALF-LENGTH

captive	coveting	unending	inviting
capital	pocketing	piloting	phonetic
capitally	delighting	politely	rapidly

## THREE STEMS, THE FIRST AND THIRD HALF-LENGTH

kidnapped	petrified	deducted	eradicated
detected	intended	mutilated	indicated
modulated	medicated	estimated	moderated

## WORDS IN WHICH THE HALVING CANNOT BE USED

piped	liked	lad	read	Monday
poet	lied	load	ride	married
reared	allowed	lady	rood	bullied
locked	into	ailed	rallied	buried
looked	motto	road	deride	guilty

## MISCELLANEOUS

pate	cheated	ending	vital	copyright
bait	pity	talked	vitally	captivate
bet	pitied	attached	untaught	timidly
remit	undue	adept	dotage	cutlery
remitted	indeed	debate	ignited	rectify
dot	uncut	dodged	deluded	fetlock
dotted	abrupt	adult	educate	infidel
doubt	cadet	dilute	educated	inviting
doubted	docked	chimed	damaged	refitting
deed	capped	invite	dilated	unpurified
deeded	packed	title	polluted	agitated
cheat	timid	medley	evolved	manifold

## SENTENCES

A lot of badly taught, untidy folk, not knowing how to act, loudly knocked at the door of a cottage, and asked to see the goodly poet, but was not admitted. The noted infidel who headed the mob, put a foot into the bedroom, and got bit by a cat, and batted on the head with a bootjack. He backed out with a bad headache, but ready to fight if attacked. The deluded poet avoided fighting the madcap, but talked of inviting him politely to be educated in oratory. Being married and an adept in debate, he coveted the job of elevating the untaught fanatic who had no aptitude in reading, and ended the cheat with undue avidity by talking him to death. Nobody\* pitied him, and he packed an antique bag and eloped.

\**Nobody, anybody, and everybody* are exceptions to par. 58, and are written with half-length stems: -  -

## LESSON IX

### LENGTHENING

62 Writing any *curved* stem double-length adds *tr*, *dr*, *thr*, or *dhr*, to it; hence lengthening may represent the following syllables: *ter*, *der*, *tar*, *tor*, *thur*, *ther*, *tyr*, *ture*, *dor*, *tire*, *tre*.

63 Begin to write every double-length stem the same distance from the line as single-lengths, with the exception of the *first* position *down-stroke*, which, in order to rest on the line, must be begun half the length of the stem T higher than for single-lengths; therefore,

64 The positions for *down-strokes* are :

*First position* : Resting on the line

*Second position* : Equally divided by the line

*Third position* : Three-fourths below the line

The positions for *up-strokes* are :

*First position* : One-half the height of the stem  
T above the line

*Second position* : Resting on the line

*Third position* : Three-fourths above the line

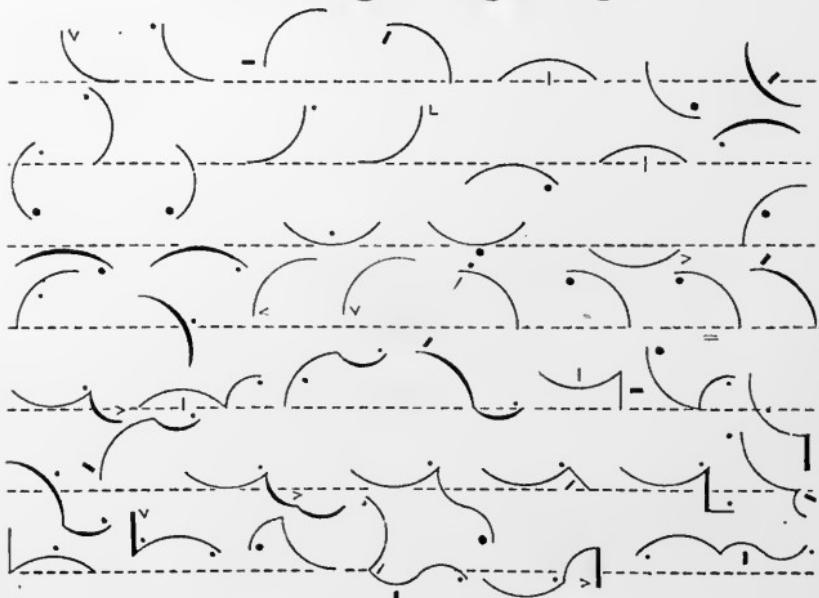
## ILLUSTRATION OF POSITIONS OF DOUBLE-LENGTHS

shatter, father, shudder, shoot-  
er, lighter, letter, Luther, metre,  
nature, nitre.

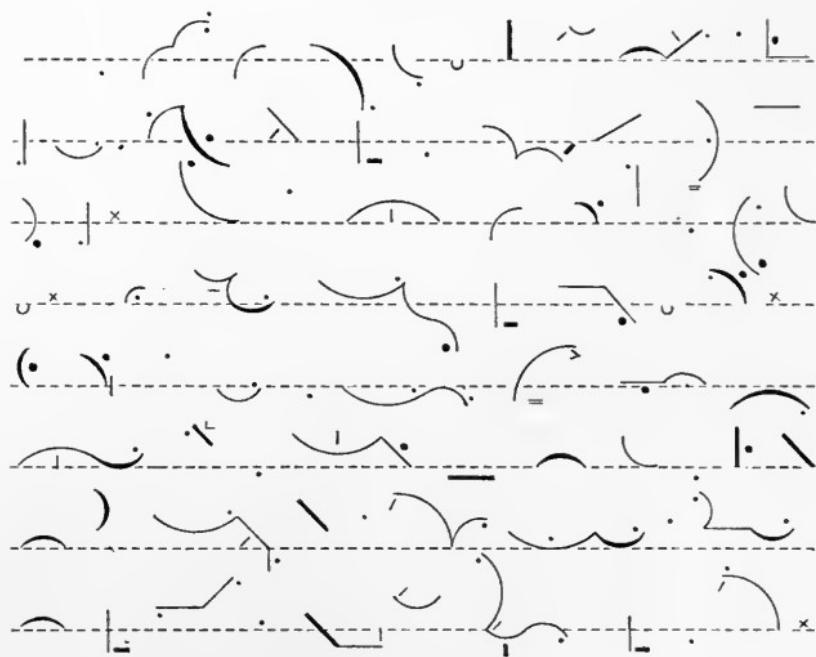
65 Translate words and sentences, observing the following

## ORDER OF READING

- 1 Vowel before stem
- 2 Stem
- 3 Vowel after stem
- 4 Halving or Lengthening



## SENTENCES



## LESSON X

### WRITING EXERCISE

66 In this writing lesson, be careful to observe the rules for position, and to make double-lengths fully twice as long as single-lengths (it is better to make them too long than too short).

after	matter	orator	diameter	underjaw
fatter	mother	order	interval	underbid
feather	mutter	waiter	underlie	underfoot
future	heather	weather	undergo	afterthought
fodder	under	loitering	underpay	motherhood
thither	neater	interim	undertake	intermittent
Esther	neither	metric	undertook	interrupt
oyster	latter	orderly	undertaking	interrupted
shudder	letter	hitherto	underneath	alternate
shooter	litter	muttering	intervolve	alternately
mitre	Luther	entering	interfere	alternating
metre	alter	invader	interlope	interviewed

After an interview with an orator named Underwood, Arthur undertook to see the father and mother of Luther; but they would not be interviewed, so in order not to interrupt them or interfere with what they had interdicted, he asked them to write a letter, which after an interval they engaged to undertake. Esther bought a China aster after Easter, and put it in the

theatre by *the* heater, *where* it died for lack of water. *The* laughter of *the* waiter so annoyed *the* hatter, *who* was no fighter, *that* undertaking to eat *an* oyster *he* was choked, *which* made *the* invader shudder.

## CONSONANT POSITIONS

	<i>Simple Stems</i>	<i>Half-Lengths</i>	<i>Double-Lengths</i>
1	\ \ - \ \ / \ \ - \ \ / \ \ - \ \ /	\ \ - \ \ / \ \ - \ \ / \ \ - \ \ /	\ \ - \ \ / \ \ - \ \ / \ \ - \ \ /
2	/ \ \ - \ \ / \ \ - \ \ / \ \ - \ \ /	/ \ \ - \ \ / \ \ - \ \ / \ \ - \ \ /	/ \ \ - \ \ / \ \ - \ \ / \ \ - \ \ /
3	\ \ - \ \ / \ \ - \ \ / \ \ - \ \ /	\ \ - \ \ / \ \ - \ \ / \ \ - \ \ /	\ \ - \ \ / \ \ - \ \ / \ \ - \ \ /

## LESSON XI

### CIRCLES AND LOOPS

67 Every word in the language can be represented by the simple consonant stems and the vowel and diphthong signs, yet the outlines would often be awkward, long, and difficult. In this lesson we have short forms for *s*, *ss*, *sz*, *st*, *z*, *zz*, *zs*, *zd*, and *str*. In some cases, however, the stem signs must be used.

68 At the beginning of a word, a small circle represents the sound of *s*. Between stems, or at the end of a word, it represents *s* or *z*: safe, disc, face, doze.

69 A circle must be perfect when initial or final; between stems it need not be: sang, mass, nicely.

70 When two circles are written to one straight stem, be careful not to curve the stem: space, sacks, seeks.

71 A large circle represents *ss*, *zz*, *sz*, or *zs* with the vowel occurring between them. This vowel may be written within the circle, but unless accented it need not be written at all: basis, dozes, doses, possess.

72 The small loop (*one-third* the length of the stem) represents *st* or *zd*, having no vowel between them:——stoop, ——must, ——amazed.

73 The large loop (*two-thirds* the length of the stem), never used initially, represents *str*, with the vowel between *t* and *r*:——faster, ——duster, ——castor.

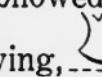
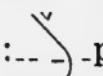
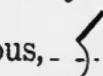
74 Turning a small circle on the opposite side of a large circle, or large or small loop, adds an *s* or *z* sound, which is the final sound of the word:——recesses, ——masters, ——boasts.

75 Independent loops may sometimes be used between stems where better outlines will be obtained; thus:——substitute, ——instinct, ——extract.

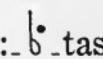
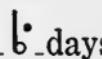
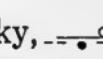
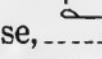
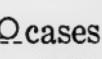
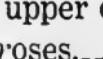
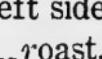
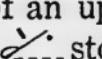
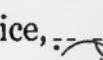
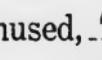
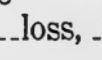
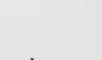
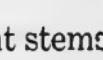
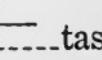
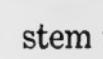
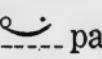
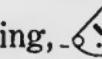
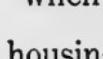
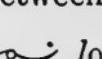
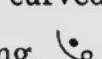
76 Cross the *stem* in writing a *circle*, but not in writing a *loop*, between stems:——desk, ——music, ——costly, ——honestly.

77 The stem must be used

- (1) for *z* at the beginning of a word:——zero;
- (2) for *s* or *z* when it is the first consonant of a word that begins with a vowel:——ask, ——azalea;
- (3) for *s* or *z* when it is the last consonant of a word and followed by a vowel:——pussy, ——busy, ——dizzy;

- (4) for *s* or *z* when followed by two concurrent vowels :  saying,  sighing ;
- (5) for *s* or *z* when preceded by two concurrent vowels, if there be only one other consonant stem :  pious,  joyous.

**78 A circle or loop must be written**

- (1) on the right-hand side of a straight down-stroke :  taste,  days,  boys ;
- (2) on the upper side of a straight horizontal :  sky,  case,  stock,  cases ;
- (3) on the upper or left side of an upward *R* :  roses,  roast,  story ;
- (4) on the concave side of all curved stems :  nice,  amused,  loss,  faces,  master ;
- (5) on the outer side of the angle between two straight stems :  task,  possessed,  chastise ;
- (6) on the concave side of the curved stem when it occurs between a straight and a curved stem :  passing,  chosen,  mask ;
- (7) on the concave side of the *first* curved stem, when between curved stems :  housing,  losing,  facing.

79 The circles, large and small, and the small loop, are written at the beginning, in the middle, and at the end of stems: seats, rising, stem, justify, mast, season, insist.

The large loop is used only in the middle and at the end of stems: Amsterdam, faster.

80 The possessive case and the regular plural of all words, including contractions, are indicated by a final circle: who, whose, give, gives, Harry, Harry's, book, books.

81 When the present tense of a word ends in st, the past tense is written by changing the loop to a circle and adding half-length T or D (see par. 56): coast, coasted, hoist, hoisted, fast, fasted.

82 Translate, observing the following

#### ORDER OF READING

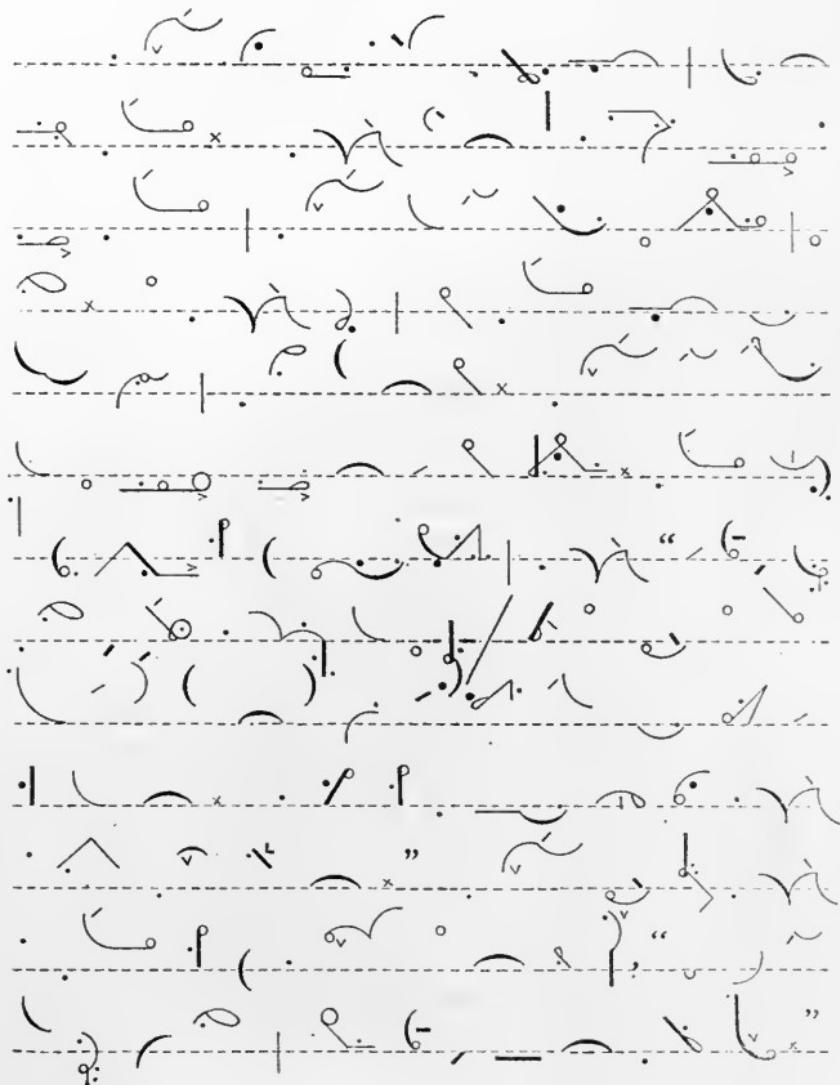
- 1 Initial circle or loop
- 2 Vowel before the stem
- 3 Stem
- 4 Vowel after the stem
- 5 Halving or lengthening
- 6 Final circle or loop



## CONTRACTIONS

as { °	possible { \o	hear { \y	first \o
has { ---	possibly { \o	here { \y	
is { --°	spoke { \o	yet { \y	almost \o
his { ---	special { \o	young { \y	
next \o	speak \o	your \f	together ---

### The Sick Lion



## LESSON XII

### WRITING EXERCISE

WORDS IN WHICH THE STEM MUST BE USED FOR S OR Z

espy	assume	Jessie	mossy	sighing
acid	estate	Macy	tipsy	rosy
aspire	zebu	Lucy	juicy	essaying

#### INITIAL CIRCLE

sip	sorrow	soothe	sleep	scope
some	seek	sieve	slave	saving
soon	sing	such	speck	snake
sash	silly	sage	spoil	swim
soil	soap	slowly	ceiling	sleek
sire	south	sitting	skip	skim

#### FINAL CIRCLE

pace	nose	does	rocks	induce
puss	ax	knees	notice	announce
miss	case	copies	reduce	fox
lose	keys	fix	Venice	takes
rose	gaze	knocks	famous	intense
vase	eggs	makes	paths	remiss

#### INITIAL AND FINAL CIRCLE

space	seams	cities	spikes	spheres
sobs	sex	suppose	snakes	snubs
soothes	slice	sleeps	surveys	smokes
suffice	sashes	snaps	savings	sadness
since	stays	surface	slowness	solace

## MEDIAL CIRCLE

passage	<i>losing</i>	unsafe	choosing	rising
passing	<i>risk</i>	facing	<i>raising</i>	missing
insane	<i>gusto</i>	tusk	decide	docile
teasing	<i>exit</i>	chosen	missile	fasten

## HALF-LENGTH WITH INITIAL OR FINAL CIRCLE

slight	seemed	sweet	bites	heads
fights	sacked	signed	sagged	waits
fits	spite	sent	sound	puts
cuts	nights	arts	senate	boats
smite	gates	rats	heats	sift

## HALF-LENGTH, INITIAL AND FINAL CIRCLES

skates	salts	sweets	scents	spites
saints	slates	sifts	sounds	smites

## DOUBLE-LENGTH, INITIAL OR FINAL CIRCLE, OR BOTH

cinders	centres	slaters	Arthur's
saunters	senators	natures	mothers
psalters	smothers	features	matters

## INITIAL SMALL LOOP

stock	<i>steal</i>	starry	stage	store
stick	<i>style</i>	stiff	stab	steer
stem	<i>star</i>	state	steep	sting

## FINAL SMALL LOOP

cast	jest	nest	used	waist
coast	chest	must	lost	haste
gust	post	yeast	raised	amused

## LARGE LOOP

taster	faster	lustre	jester	minister
toaster	vaster	castor	roster	sinister
Lester	pastor	nestor	pester	investor

## PHONOGRAPHY

## LARGE CIRCLE

season	poses	tosses	excise	choicest
schism	axes	accuses	desist	emphasize
society	kisses	gazes	insist	loses

WORDS ENDING WITH LARGE CIRCLE OR LOOP,  
WITH SMALL CIRCLE ADDED

possesses	posts	mists	posters
abscesses	dusts	guests	castors
excesses	coasts	lists	masters

## MEDIAL LOOP

justify	vestry	district	earnestly
testify	costly	abstract	majestic
pastry	disturb	honestly	Amsterdam

## MISCELLANEOUS

face	feast	boast	slighter	roses
safes	feasted	boasts	sake	recesses
staff	deceased	boaster	cases	roast
faced	such	taste	stake	roasts
faces	stitch	tasted	cased	excessive
foster	chess	signed	success	incisive
fosters	Chester	nights	costs	lobster
soft	chests	sender	coasters	monster
fates	Chester's	notes	mass	Munson
softer	cheats	enters	masses	ministry
steam	bus	notice	masts	artistic
steamed	busses	notices	master	industry
cask	bust	noticed	masters	exercise
mask	busts	slights	rose	statistic

### Scott and Young Steele

Isaac Scott, who stood at the head of a large business, sat in his office beside a new\* artistic desk, and opposite him sat rosy-faced young Steele. They had studied together at Oxford, and had now† met to discuss many topics of business; also society and state. They desired to have good laws instead of bad, and after much debate they were still in doubt whether they should not have some of the lawless fellows arrested, since they would not resign, yet refused to do right. Here they were interrupted by Miss Scott and the Misses Steele entering.

\*New is always written with the last half of the diphthong > joined; thus: -----

†Now is always written with the first half of the diphthong L joined; thus: -----

## LESSON XIII

### BRIEF SIGNS FOR W, Y, H, N, "ING" AND "INGS"

83 *Brief signs* are used in the place of consonant stems when the stems would make an awkward, difficult, or indistinct outline. The learner is liable to fall into the error of using them indiscriminately, imagining that because they are small they can be more quickly made than the stems.

84 The right or left half of a small circle represents W, the preference being to have the opening toward the *right*; before horizontal stems the opening is toward the *left*:  waif,  wed,  wedge,  unwashed,  wake.

85 Occasionally a circle may be written within a brief W to obtain a clearer outline; thus:  Swede.

86 The upper or lower half of a small circle represents the consonant sound of Y:  yoke,  unyoke,  yielding,  yellow.

87 The sound "u," when a distinct syllable, is represented by brief "y;" thus:  Utica,  eulogy,  annual,  sinew.

88 A sign for N, which we will call the *N curl*, representing the syllables "en," "in," "un," is used

only before a circle, and not then if the stem can be easily joined: unceremonious, enslave, unsullied.

89 A vertical line, one-fourth the length of the stem T, called a *tick*, represents H, and is used before the stems M, K, and G: hum, hook, hug, home.

In the combination *wh*, h is always sounded first, and should therefore be written first: whet, whip, white, whether.

90 A dot is used for H before a vowel which is followed by P or B, and sometimes before other consonants when the outline can thereby be improved: hope, hobby, heap, behave.

91 When the N stem, *after a circle*, would form an awkward or difficult outline, the N may be represented by a curl: lesson, listen, Hudson.

92 A dot is used for "ing" after a half-length T, D, P, B, M, H, Y, L (downward), and in all cases where the stem NG cannot easily be joined. It is also used after a contraction: betting, bidding, hiding, doubting, speaking, giving.

There is an inclination to use the dot in other cases, but it never should be employed when the stem sign makes a good junction.

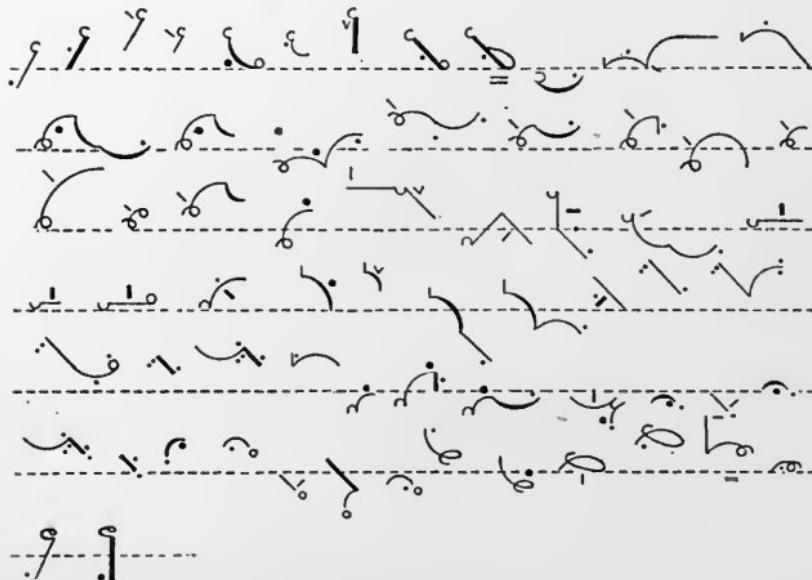
93 A small circle is used to represent "ings" after a half-length T, D, P, B, M, H, Y, L, and after a contraction: mattings, beatings, buildings, hearings.

94 After loops, "ing" may be represented by a final curl; thus: lasting, interesting, mastering.

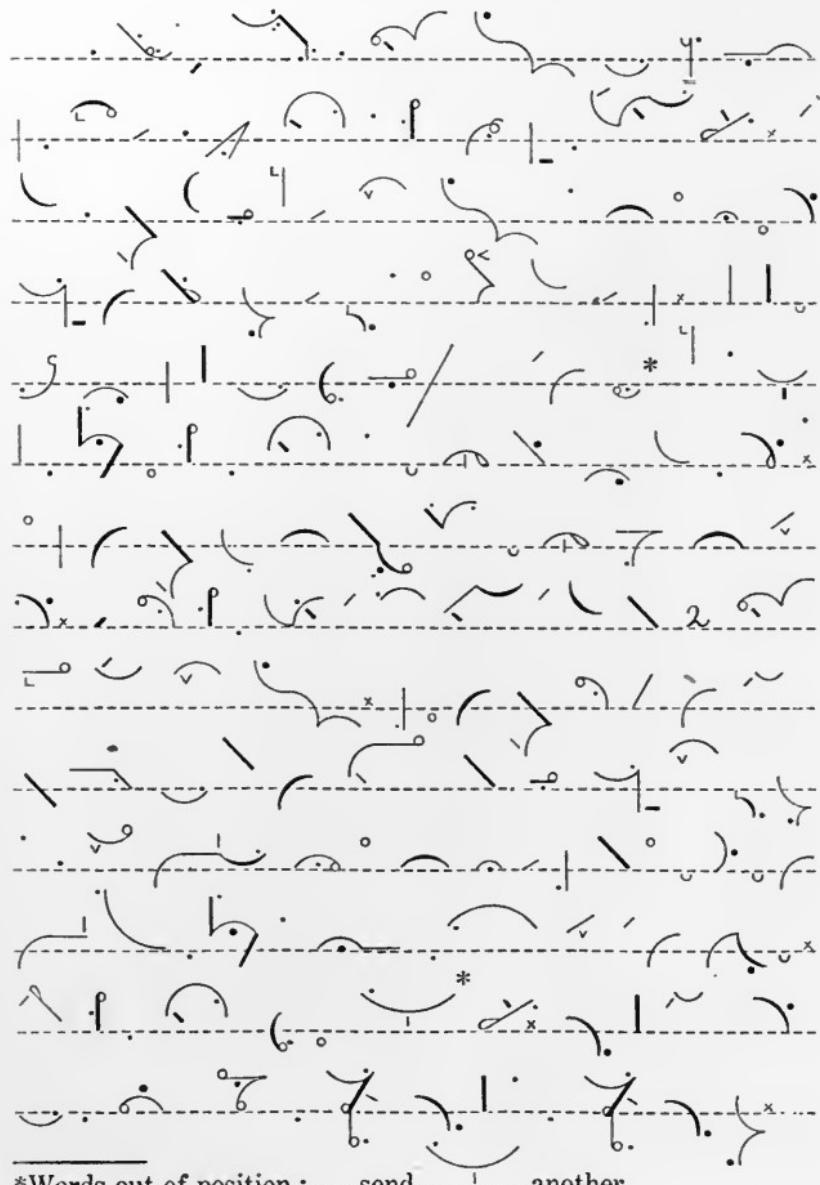
95 Be careful to write the brief signs for W, Y, and H as they are found in the reading lesson. If they are made too large, there is a liability of mistaking them for half-lengths. Keep curls on the side *opposite* the circle.

96 After half-length W, H, M, L, and frequently after full-length M, upward L is used: little, hotel, whittle, small, metal.

Translate the following:



### The Peasant and the Lawyer



\*Words out of position :- send, another.

## LESSON XIV

### WRITING EXERCISE

wage	weaving	insulator	whitewash	hip
waged	winked	insulated	whittle	hypothetic
wages	wagged	unsolicited	white-lead	hypothesis
witching	yellowish	unsullied	hack	matting
witches	yellower	whet	hoax	patting
wed	interesting	wheeze	switch	biting
wedded	Utah	wheezes	swathe	betting
wedding	Utica	whist	haply	boating
wife	Eureka	whack	unhappy	putting
wives	eulogy	wasting	hapless	hating
widow	yoke	whale	heap	heating
wash	yokes	whaler	heaped	hooting
washed	yoked	wheat	lesson	yachting
washing	yelp	whig	hub	meetings
waft	yelping	whim	hobby	beatings
woof	unseal	whipped	hope	Hudson
weave	enseam	whiplash	hopes	sweep
waving	insulate	whisk	hopeless	hamlet

### Gyp and His Friend

A yellow dog named Gyp, whose master made a wedding feast for his son who had come with his lately wedded wife to his father's house, and invited many guests, said to his mate, a white dog named Watch, "My master makes a feast this night, and I wish you

to come early and enjoy it, as my guest." Watch wagged his tail, as much as to say he would come, and as he lay winking in the sun, he thought of all the nice tidbits he would have, until he had in his thoughts tasted a feast, fit for a king, and listened to the wedding toasts. The time came and he set off for the house. He saw all busy making ready for the master's feast. As he watched the cook wash and boil and roast and baste the meats, he said: "How happy I am that I came. I do not get such happiness as this many days of my life. I will eat enough to last me both this day and tomorrow." So saying, he wagged his tail with such force that the cook, unhappily for him, noticed his antics, and taking a whip which she kept for such purposes, gave him a beating, which sent poor Watch yelping away, with not a taste of the feast he had expected so much to enjoy. He fell to the earth, and as he walked away to hide his shame, he met some of his fellows, who asked how he had enjoyed the wedding feast. "Why," said he, "I was so well feasted that I do not know how I got out of the house."

Uninvited guests seldom have the happiness of meeting a smiling host.

## LESSON XV

### INITIAL HOOKS

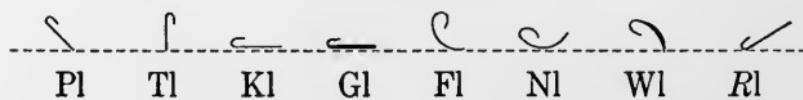
97 An initial hook is written at the beginning of the stem, and read after the stem and the vowel which precedes it. There are four initial hooks. They represent the sounds of *l*, *r*, *w*, and *y*.

98 As the *y* hook is employed in phrase-writing only, its use will be explained hereafter.

99 When no distinct vowel sound occurs between *l*, *r*, and *w* and the preceding consonant, a hook may be used instead of the stem. It follows that a hook can never represent the first consonant sound of any word.

100 The *l* and *r* hooks are written on all stems.

101 The *l* hook is small on straight stems and large on curved stems. Like the circle for *s*, it is written on the right side of straight down-strokes, on the upper side of straight horizontals and *ree*, and on the concave side of all curved stems :



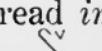
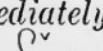
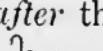
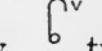
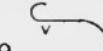
102 The *r* hook is always small. It is written on the left side of straight down-strokes, on the lower side

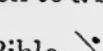
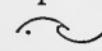
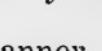
of straight horizontals and *ree*, and on the concave side of all curved stems :

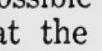
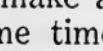
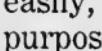
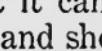
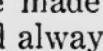
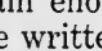
  
Pr Tr Kr Gr Fr Nr Wr Rr

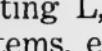
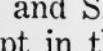
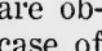
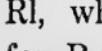
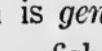
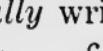
103 The *w* hook is large, and is written on straight stems only. It is written on the same side as the *l* hook :

  
Pw Tw Kw Gw

104 An initial hook is read *immediately after* the stem upon which it is written:  *ply*,  *fly*,  *tray*,  *affray*,  *twice*,  *acquire*.

105 An initial hook may be written to a stem which is preceded by another stem :  *Bible*,  *paper*,  *manner*,  *final*,  *kingly*,  *require*.

106 It is not always possible to make a hook between stems perfect and at the same time make it easily, but it can be made plain enough for practical purposes, and should always be written in such a way as not to interfere with speed:  *baker*,  *joker*,  *digger*,  *ladle*,  *gavel*,  *calmly*.

107 The rules for writing L, R, and SH, are observed in writing hooked stems, except in the case of Rl, which is *generally* written with the upward sign for R :  *fisher*,  *fishery*,  *official*,  *officially*,  *gnarl*,  *gnarly*.

108 A circle may be written to a hook, and is always read before the stem and the hook. Loops are never written within hooks: fl settle, C civil, C safer, o sinner.

109 Instead of writing the circle *in* the *r* hook *on straight stems*, it is written *on* the *r* side; the large circle and small loop which cannot be written within a hook may be written on the *r* side of a *straight stem*. When a circle is thus written, it indicates that an *r* sound immediately follows the stem: fr stray, qr sister, rl stutter, tr discreet.

110 When a circle and *r* occur between stems, it is often more convenient to write the hook than to indicate it by writing the circle on the *r* side. In such cases the hook is always used: rn express, qr extreme.

111 The N curl may be written before a circle on the *r* side of a straight stem: ln instruct, gn unscrew.

112 Generally write words ending in *tl* with the halving principle, those ending in *dl* with the *l* hook: tl metal, tl hotel, tl huddle, tl cuddle, tl model.

113 Translate, observing the following

#### ORDER OF READING

- 1 Initial circle or loop
- 2 Vowel before the stem
- 3 Stem
- 4 Initial hook

- 5 Vowel after the stem
- 6 Halving or lengthening
- 7 Final circle or loop



## CONTRACTIONS

worth	difficulty	Mr.
when	thing	Mrs.
people	belong	particular
impossible	belonged	particularly
brother	belonging	believe
number		belief

## WORDS OUT OF POSITION

over

any

## A Queer Family



## LESSON XVI

### WRITING EXERCISE

Be careful to make the hooks of proper size.

#### ONE STEM, INITIAL HOOK

claw	outer	plate	ushered	awful
craw	odor	bray	azure	afloat
clue	apple	blight	threat	afraid
crew	apply	bright	either	easily
clad	upper	shrew	flow	oral
crate	prow	only	free	error
Troy	prate	usher	float	quit

#### TWO STEMS, THE FIRST HAVING INITIAL HOOK

track	pluck	query	flag	twitch
clock	black	tweak	twilight	freely
click	quill	twig	twill	flower

#### TWO STEMS, THE SECOND HAVING INITIAL HOOK

cackle	double	noble	manner	rippled
cookery	chiefly	likely	bushel	libeled
couple	channel	local	cheaper	regret
caper	pickle	libel	finer	ingrate
camel	powder	animal	favor	migrate
gabble	busily	astray	cuddled	labored
gable	shuffle	locker	fabled	leisure
deeply	shaker	labor	replied	cackled

## TWO STEMS, EACH HAVING AN INITIAL HOOK

plural	twirl	quickly	twitcher	flicker
floral	quibble	blackly	fretful	flavor
playful	honorable	truckle	travel	pleasure
plainly	trouble	truckled	glazier	treasure
queenly	troubled	twaddle	glimmer	drizzle

## ONE STEM, INITIAL CIRCLE AND HOOK

cycle	civil	signer	sever	sibyl
settle	cypher	sinner	simmer	sable
sidle	suffer	soother	squaw	sooner

## ONE STEM, CIRCLE OR LOOP ON R SIDE

spry	supper	screw	stitcher	sadder
spray	saber	stouter	stalker	cider
spree	stray	stupor	stagger	seeker
separate	straight	stager	suitor	cedar

## TWO STEMS, THE SECOND HAVING INITIAL CIRCLE AND HOOK

display	fastener	disable	visible	desperate
peaceable	feasible	peacefully	descry	dispraise

## MISCELLANEOUS

play	straight	trickle	squib	fresh
pray	strut	struggle	squabble	fresher
plate	strike	quake	squeeze	freshly
prate	striker	quaker	squeal	braid
splay	black	queer	twice	braiding
spruce	blacker	queerly	measure	platings
split	blackest	bequeath	measured	implacable
sprite	quick	inquest	gleaner	inscrutable
quite	quicker	twinkle	glibly	instructing
tray	quickest	inquire	glacial	watchful
trait	trick	require	gloom	wishfully
twist	stroke	squire	clamor	bequest
stream	strict	esquire	clear	bicycle

## A Queer Family

(CONCLUDED)

*Later on that baby grew so fast that he was sickly. He was so plump that he had the croup every week. But Baby was a source of pleasure when his big brother was thought of. That boy was always in the way, though he was invariably out of sound and reach when he was needed. He was not bad, but somehow he was not good, either. "His stars were unpropitious" (N-Pr-P-SHs), his brother Abraham said. "They would not twinkle for him worth a cent." He would play exactly where he pleased, and when he played where he pleased, he got into trouble. If he played by the dog kennel, the dog would spring out and snarl at him. If he played in the stable, it was certain to be at the precise time when old\* Brownie was switching insects away and would take Rob's eye for a fly. If he visited the cook, he displaced the salt and pepper, and got mustard in his eyes.*

*Abraham was a queer fellow, too. It was almost impossible to attract his notice if he was absorbed in a book. Almost everything got him into trouble. If he was set to watch the baby, the poor little fellow would put paper in his mouth, or climb up on the table. When the library ceiling was being frescoed, he climbed up the ladder to get out of the way, and crawled up on a bracket over the book-case. The laborers moved the book-case, took out the ladder, and when finally Abraham looked up, he was solitary in the great room, eight feet from the floor.*

\*In old-s-, and older-s-, the vowel is joined to the stem to distinguish them from late-s-, and later-s-.

*His sister Grace was a queer girl, too. She was as sour as if she had lived twelve leagues from a lump of sugar. She was as cross as two sticks. But it was not strange, belonging to such a father and mother. She was the most unlucky girl in her class. If she skipped rope, it invariably tripped her; if she smelled a particularly pretty flower, it was certain to prick her nose and make her cry. Indeed, it would require a number of St. Nicholas for me to relate all her difficulties from almost any Monday to the next Saturday night. But what else could you expect of a girl with such a father and mother as Mr. and Mrs. Clapp? What! did I not say anything about them? You must be satisfied to know that the father was a night editor; that is, he wrote every night for a newspaper that had to be sent out to thousands of readers at breakfast-time next day. So he had to sleep all day, and that was quite enough to upset any house. As for the mother, she belonged to a first family. Well, we all know what first families are. Adam belonged to a first family. So did Eve. And this mother was so busy belonging to a first family that it is not strange that everything was so queer. This is not clear, perhaps, but it is all the reason I have to give just at present.*

*And I have no moral to give, either. Any moral that would come out of such a family would not be worth having.*

## LESSON XVII

### SPECIAL VOCALIZATION—NEGATIVES

114 It is sometimes best to express *l* or *r* by a hook, even when a distinct vowel sound intervenes between the consonant so expressed and the preceding consonant. A vowel written in the usual way cannot be read between the stem and the hook, but must be read before or after both. When the vowel is to be read between the stem and the hook, it must have a different form or place.

115 A *heavy* dot vowel to be read between the stem and the hook is represented by a small *circle* written before the stem: mar, ail, near, hard, harder.

116 A *light* dot is represented by a small *circle* after the stem: care, yell, hill, tell, very.

117 Dash vowels, light or heavy, and diphthongs, are written through or at the ends of the stem: shawl, more, or, rule, hire, howl, cure.

118 When a distinct vowel sound occurs between *t* and *r* represented by lengthening, it may be expressed

in the same way as for hooked stems: entire,  
 mature, nurture, immaterial.

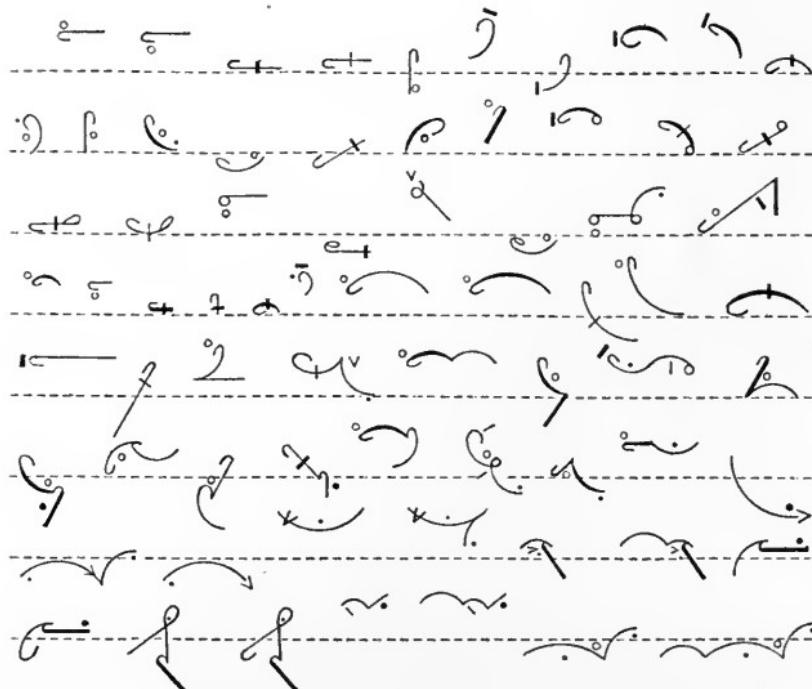
It requires some thought and practice to determine when to use the hook and when the stem sign for *l* or *r* if a vowel intervenes between it and the preceding consonant stem. Special vocalization is used: (1) in many common words of one syllable, such as *whole*, *rule*, *till*; (2) to avoid awkward and difficult outlines, as in *course*, *hire*, *mar*; (3) where the word would otherwise contain a large number of stems; (4) in a great many words where the intervening vowel is not the accented one.

Special vocalization is used principally to preserve the syllabication of words.

#### NEGATIVES

**119** When a negative is formed by doubling the first consonant of the positive and prefixing a vowel, though the consonant sound be not doubled but rather prolonged, both consonants are written; otherwise both positive and negative would have the same consonant outline, and could be distinguished only by the first vowel of the negative. If the consonant thus doubled be *l* or *r*, the second *l* or *r* is expressed by a hook. The same rule applies to other words similarly formed, not negative: numerable, innumerable, necessary, unnecessary, legal, illegal, refutable, irrefutable.

Translate the following:



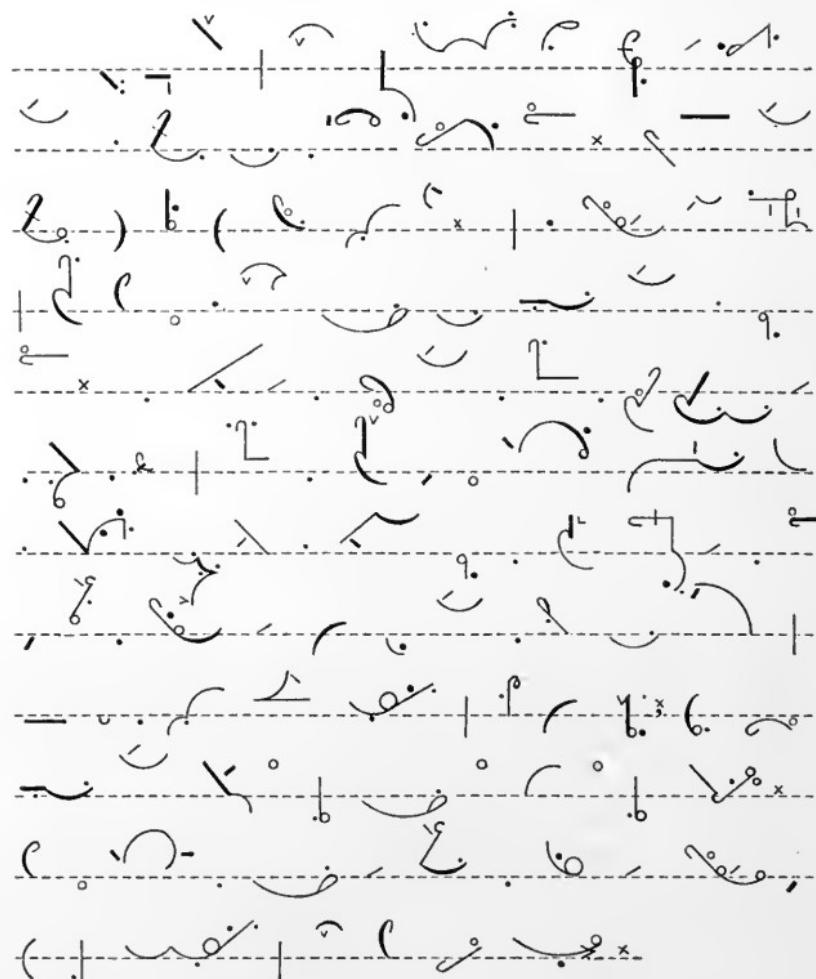
## CONTRACTIONS

think c world v collect c language c  
 never n November b principle p  
 themselves t principal p principally p

## WORDS OUT OF POSITION

go — other l their l  
                   there l

### A Journey in a Horse-Car



## LESSON XVIII

### WRITING EXERCISE

#### ONE STEM, HOOK AND SPECIAL VOCALIZATION

call	hire	wile	word	child
core	mar	ware	hired	curse
cool	mire	knoll	told	course
full	wore	real	railed	nearest
shell	wire	yore	rolled	murder
hale	wall	guard	ruled	warder

#### TWO STEMS, HOOK AND SPECIAL VOCALIZATION

George	courage	nervous	hardness	endure
sharp	cork	person	hardly	empire
north	lurch	harness	term	furthering
college	work	careless	warm	carpet
colony	verb	garden	dark	adverse
journey	nearness	heartache	ignore	afterward

#### TWO STEMS, TWO HOOKS, SPECIAL VOCALIZATION

verbal	portray	harper	mourner	vertebrate
vernal	journal	veritable	charger	sharper
kernel	barber	cheerful	partner	harbored
normal	marvel	partial	verger	purple

#### LENGTHENING WITH SPECIAL VOCALIZATION

future	juncture	nature	entire
--------	----------	--------	--------

## WORDS DISTINGUISHED BY REPEATING THE FIRST CONSONANT

movable	illogical	natural	ennoble
immovable	repressible	unnatural	legible
liberal	irrepressible	redeemable	illegible
illiberal	moral	irredeemable	memorial
logical	immoral	innate	immemorial

## MISCELLANEOUS

mere	car	participate	scored
merely	card	participating	scoring
wire	parsimony	harm	scourge
wail	harming	harmless	scourger
wailed	relate	harmful	real
war	relative	harmony	really
ward	relatively	telegram	reality
warder	relegate	cooled	reparable
wardrobe	reliable	school	irreparable
wile	scar	schooled	inspire
wild	scarlet	telescope	inspired
wilder	scarcely	intercourse	inspiring
wilderness	horse	nurture	inspirable
assault	horses	further	mortal
assaulter	unhorsed	shelter	immortal
cheer	harshly	hardware	mortality
cheered	hark	curvature	immortality
cheering	parley	furthermore	reproachable
cheerful	partly	schoolfellow	irreproachable
charm	parlor	schoolmaster	navigable
charming	impart	score	unnavigable

## A Journey in a Horse-Car

(CONCLUDED)

In no other vehicle do we realize how very queer people are. The car was nearly full. No car is ever entirely full. The car was warm and dark, but it is

unnecessary to *speak* of this. *I was* irresistibly led to study the various placards in English and *other languages*. They related *principally* to *particular diseases* and *their* marvelous cures. *There was* also a request many times repeated *that* each person as *he* entered the car *should* put the exact fare in the box. This placard always annoys me by its narrowness. Sometimes *I do* not feel like obeying this rule. Sometimes *I would* like to put in more, sometimes less. *But* no allowance is made for my generosity nor my parsimony. *I hardly think* this rule is founded on real justice. *Would* the authorities be as anxious to seek out the traveler who *overpays* and restore the excess as they are to follow *him* when *he* puts in too little? And *there* is a suspicious thing about a horse-car: the floor is sometimes an enormous grating, and straw is spread\* on this, so *that* if a nervous person is obliged to pass his fare to *others*, *he* lets it drop in the straw and *never can* get it. *I marveled* if the sweepings of the horse-cars go to the hired drivers, or if the authorities *collect them* merely to put *them* in the nearest poor-box. This car *was* not unlike *others* in *any* of *these particulars*. The inmates seemed to *have selected themselves* with regard to variety and the *difficulty* of fitting *themselves* and *their belongings* into the seats. So many *people* start to travel in a horse-car as if they expected to *have* all the room to *themselves*.

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\*See list of outlines distinguished, page 168.

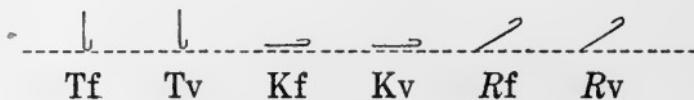
## LESSON XIX

### FINAL HOOKS

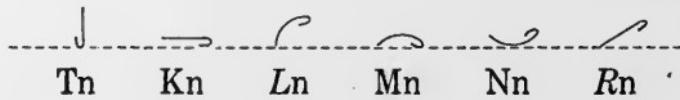
120 There are four final hooks—two small hooks representing the sounds of *f* or *v* and *n*; two large hooks representing the sounds *shn* or *zhn* and *tr* or *thr*. They are called the *f*, *n*, *shun*, and *ter* hooks.

121 The *f* or *v* hook is written on straight stems only, except when used in phrase writing, or as a suffix. It is then written on both straight and curved stems.

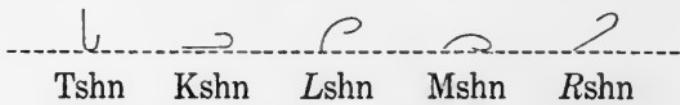
122 The *f* or *v* hook is small and is written on the right side of down-strokes and on the upper side of horizontals and *ree*:



123 The *n* hook, always *small*, is written on the left side of down-strokes, on the lower side of horizontals and *ree*, and on the concave side of curved stems:



124 The *shun* hook, always *large*, is written on the right side of down-strokes, on the upper side of horizontals and *ree*, and on the concave side of curved stems:



125 The *ter* hook is used on straight stems only. It is written on the left side of down-strokes and on the lower side of horizontals and *ree*:



126 Unlike initial hooks, final hooks are read after the stem to which they are added and the vowels belonging to it: pave, ttough, rain, arraign, nine, mission, daughter.

127 A final hook may be written to a stem which is followed by another stem. Between stems, hooks cannot always be perfectly written, but they may be made plain enough for practical purposes, and should always be written in such a way as not to interfere with speed: dvine, pining, gathering, missionary, bindery.

128 The *shun* hook may represent the syllables *tion*, *cion*, *sian*, *sion*, and *shion*: tiation, suspection, Hessian, fashion, fusion.

129 The *ter* hook has the same value to straight stems as lengthening has to curved stems, except that it is never used for *dr*. The *ter* hook may represent the syllables *ter*, *tor*, *ture*, *ther*, *tre*, *tar*: tatter, abettor, creature, sceptre, Tartar, gather.

130 A small circle may be written to any final hook, and is read after the hook: droves, vines, lotions, tatters.

131 Any circle or loop may be added to *n* on straight stems by simply writing it on the *n* side of such stems: chain, chains, chanced, punster.

132 *N* cannot be indicated in this way between stems, as in the case of *r* (par. 109), except in a very few cases, of which *dancing* and *prancing* are examples. It is sometimes omitted altogether when it occurs before a circle that is followed by a consonant stem: dancing, prancing, transmission, transpose.

133 In the middle of a word where it would be natural to use the hook for *n*, and the stem makes an awkward joining, it may be omitted altogether. It is also omitted before *Jr*: danger, passenger, identical, attainment.

134 If a vowel follows *f*, *v*, or *n* at the end of a word, the stem must be used:  *fun*,  *funny*,  *men*,  *many*,  *win*,  *winnow*,  *brave*,  *bravo*.

135 When the sound of *shn* or *zhn* occurs after a circle sound, it is expressed like *in*, *en*, or *un* before a circle (par. 88). This sign is called the *shun curl*. A stem may follow it:  *possession*,  *musician*,  *indecision*,  *sensational*.

136 A circle may be added to the *shun curl* and to a loop written on the *n* side of a stem:  *physicians*,  *incisions*,  *punsters*.

137 A straight stem having a final hook is lengthened to add *tr* or *dr*. It must be remembered that it is only when a straight stem has a final hook, and, therefore, the *ter* hook cannot be used, that lengthening adds *tr* or *dr*:  *pointer*,  *tender*,  *rafter*,  *render*.

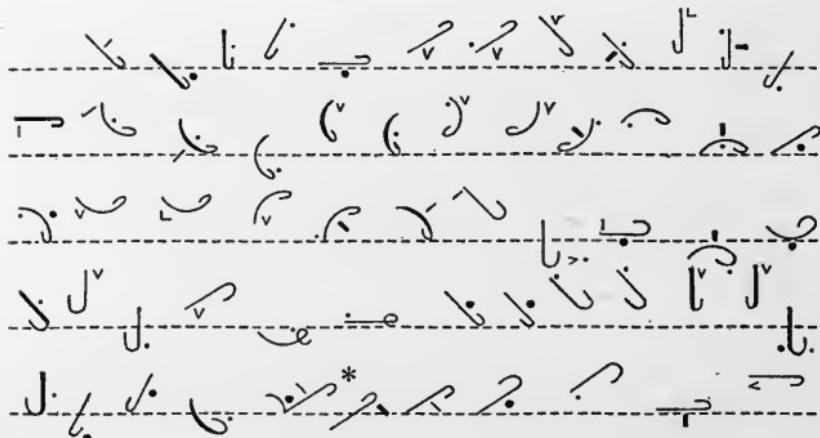
138 When the present tense of a regular verb is written with a hooked stem lengthened, the past tense is usually written with two half-lengths:  *wonder*,  *wondered*,  *hinder*,  *hindered*,  *ponder*,  *pondered*.

139 Occasionally after a final hook a stem is written upward. This is allowed only when a down-stroke cannot be written:  affectionate,  elocutionist.

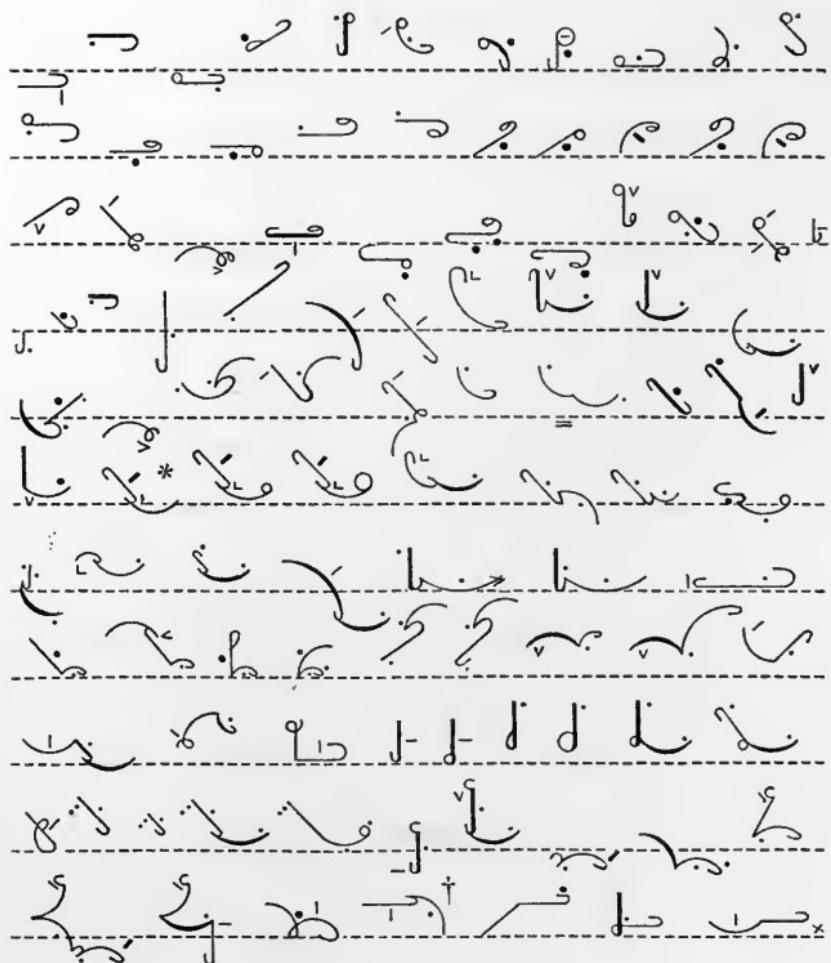
140 Translate, observing the following

#### ORDER OF READING

- 1 Initial circle or loop
- 2 Vowel before the stem
- 3 Stem
- 4 Initial hook
- 5 Vowel after the stem
- 6 Final hook
- 7 Halving or lengthening
- 8 Final circle or loop



\*Exceptions (par. 44-2) are:  retire,  return,  retort,  resume.



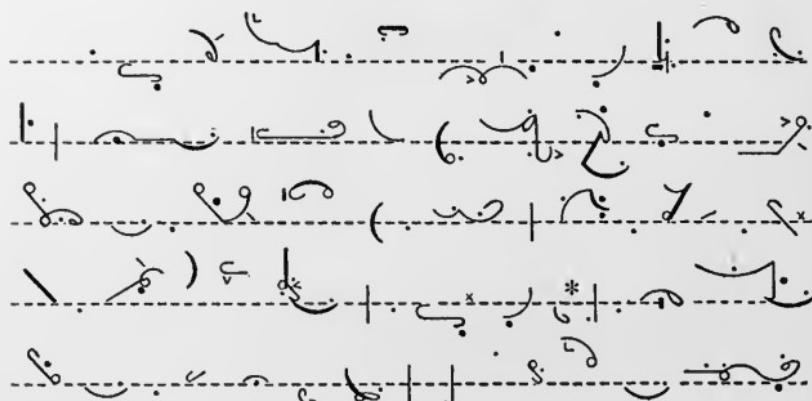
\*When two distinct *n* sounds occur, write the *first* with a *hook*,  
the *second* with a *stem*. Linen is an exception :  

†Cover alone or beginning a word is written in full; when preceded by another syllable it is contracted.

## CONTRACTIONS

altogether	<u>—</u>	experience	<u>—</u>
astonishment	<u>—</u>	frequent	<u>—</u>
before	<u>—</u>	general	<u>/</u>
began	<u>—</u>	gentleman	<u>'</u>
begin	<u>—</u>	gentlemen	<u>/</u>
begun	<u>—</u>	govern	<u>—</u>
between	<u>j</u> <u>—</u>	indispensable	<u>—</u>
captain	<u>—</u>	inscription	<u>—</u>
citizen	<u>f</u> <u>—</u>	intelligence	<u>J</u> <u>—</u>
develop	<u>—</u>	intelligent	<u>J</u>
description	<u>—</u>	movement	<u>—</u>
differ-ence-ent	<u>f</u> <u>—</u>	opinion	<u>J</u> <u>—</u>

## The Queen's Museum




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\*See page 149.



## LESSON XX

### WRITING EXERCISE

#### ONE STEM WITH FINAL HOOK

buff	addition	urn	ocean	occasioned
bun	rather	oration	mine	rent
potion	tuition	fine	amen	chant
batter	John	effusion	notion	patient
tone	caution	van	line	gathered
tatter	bitter	ovation	elation	assent
chafe	rove	shun	deft	ancient
join	run	shown	dent	arraigned

#### ONE STEM, FINAL HOOK AND CIRCLE

cuffs	caters	bitters	hence	mints
vines	chafes	gathers	thence	finds
moans	wins	loans	omissions	lends
motions	cautions	allusions	tufts	winds

#### STRAIGHT STEM WITH CIRCLE OR LOOP ON N SIDE

pence	bounced	joins	rinses	bends
bounce	guns	reigns	rinsed	tents
tunes	chains	runs	Kansas	kinds
coins	duns	rinse	chants	rends

## HOOKED STEM LENGTHENED TO ADD TR, DR OR THR

counter	tinder	render	slander	asunder
chanter	bender	hunter	cylinder	yonder
gender	panther	founder	surrender	lender

## WORDS ENDING WITH CIRCLE AND SHUN CURL

decision	physician	incision	supposition
opposition	succession	procession	acquisition

## ONE STEM WITH INITIAL AND FINAL HOOK

drive	prone	collision	queen	aversion
drone	oppression	relief	equation	drift
duration	platter	shrine	equator	quaint
brighter	crave	relation	frown	mourned
prove	clean	quaff	flown	throned

## TWO STEMS, THE FIRST HAVING FINAL HOOK

opening	paving	vanish	banish	auctioneer
tuning	punning	evening	finish	missionary
diving	cover	punish	visionary	optional
dining	define	puffing	caterer	notional

## TWO STEMS, THE FIRST HAVING INITIAL AND FINAL HOOK

proving	frowning	clattering	learning	telephone
driving	braving	grafting	warning	planting
planning	training	twining	furnish	quaintness

## TWO STEMS, THE SECOND HAVING FINAL HOOK

renown	education	kitchen	adoration	indicator
obtain	educator	gammon	turn	indication
attention	refine	elector	barter	violation
ambition	repine	election	picture	violent

## TWO STEMS, THE SECOND HAVING INITIAL AND FINAL HOOK

reprove	chaplain	deprive	incline
outgrown	Dublin	enshrine	uncrown
decline	dethrone	engrave	recline

## TWO STEMS, THE FIRST WITH INITIAL HOOK, THE SECOND WITH FINAL HOOK

pertain	obligation	Brighton	protection
Sherman	Vernon	treatment	protector
chairman	character	freeman	collection
German	quicken	application	collector
curtain	Norman	attraction	correction

## WORDS IN WHICH THE HOOK CANNOT BE USED FOR F OR N

edify	avenue	alimony	refute
money	China	Illinois	matrimony
puny	tawny	skinny	Tammany
crony	ninny	finny	nominee

## WORDS FROM WHICH N MAY BE OMITTED

messenger	spendthrift	assignment
endanger	husbandman	adjournment
transgress	attainment	transpire
entertainment	transfer	transmission

## MISCELLANEOUS

rove	allusion	tinder	iron
rough	better	tatter	ironed
rain	suffusion	tattered	ironing
earn	paves	again	irony
even	patience	against	men
sheen	patters	pent	many

## MISCELLANEOUS

yon	loans	penny	mend
sudden	lotions	ponder	mending
sullen	accession	ponders	mender
surf	tuft	ponderous	count
starve	tufts	pondering	counts
addition	tints	pondered	counter
counters	plants	depending	amendment
countermind	planted	tendency	insolently
plunder	planter	attentively	unacquainted
plunders	planters	rebounding	entertaining
plundering	pony	reminder	inclination
plundered	cough	squander	unintentional
play	coffee	squandering	international
splay	Jane	squandered	recession
pray	Jenny	depraving	recessional
spray	win	improving	transgressions
spleen	winnow	stenographic	transpositions
sprain	stone	imperfect	supplants
sprains	stony	rejoinder	merchant
plant	country	permanent	affronting

## The Queen's Museum

(CONCLUDED)

The stranger meeting many instances of the same character, was deeply grieved, and made a resolution to see the Queen. So he wandered toward the palace. He met the Queen, who was just starting on her morning visit to the museum. When he made known his wish for an audience, she stopped and spoke to him.

"*Have you seen my museum?*" said she. "Go there before seeing *anything* else. You have an intelligent expression, and I want to see what impression my fine collection has upon a person of *intelligence*."

"I come to crave permission to make additions to it," said the stranger.

"My people should have the keenest interest in the museum as it is," rejoined the Queen; "but I am perfectly willing to add *anything* to render it of greater value. How soon can you return?"

"It will require ten days," said the stranger.

The musician filled a linen bag with provisions and went out of the gates. About noon he came to a shady mountain. At the entrance to a cave upon the mountain side he saw a hermit to whom he told his errand. When he had finished, the hermit said :

"Experience tells me that people are altogether too independent to be interested in *anything*. On this mountain are fine caves which would all be tenanted if mankind would understand how improving it is to live alone. But I will aid in your quest. I will excuse my pupil, who is fonder of wandering about than of study, and he can join in your search."

The pupil's cave was some distance up the mountain side. The stranger found him asleep upon the ground. When he was awakened and told of the hermit's permission, his eyes brightened.

"It is splendid," said he, "to be let off on Monday. I have only Wednesdays and Saturdays. I stick closely to the cave, though I have been known to go fishing when there was no holiday. I never saw the old man

but once. That was *when he first began* my instruction."

He opened his book and laid it on a stone which served as a table, put a fishing line into his pocket, then the two started off. *Before* noon they saw a mountain stream, and the pupil insisted on trying his luck. He ran off for bait, while the musician sat down to rest and dine. He had not finished his meal *before* the pupil returned in a state of great excitement.

"Come with me," he cried. "I have found something wonderful!"

The stranger, anxious to see the wonder, followed along a winding underground passage to a spacious cavern lighted by openings in the roof. It was a robbers' den. On the floor were iron boxes, bundles of rich silks, handsome caskets and many other articles of value.

"I don't\* believe they will be back very soon," said the pupil. "We ought to stop and look at these things."

"Run away, foolish boy," said the stranger. "The dangers of this place are unknown to you."

They turned to escape, but it was too late. At that moment the captain and his band entered, and surrounding them, demanded that they surrender.

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\*The contracted form of two words is indicated by placing an apostrophe under the outline : \_J- don't.

## LESSON XXI

### PREFIXES AND SUFFIXES

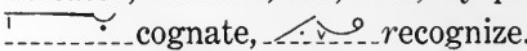
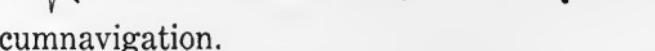
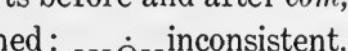
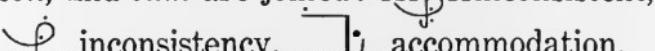
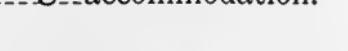
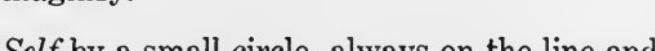
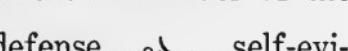
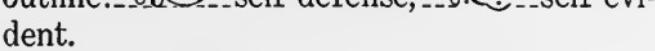
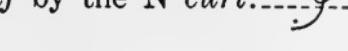
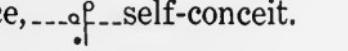
#### PREFIXES

141 About five thousand English words have *com*, *con*, *cum*, or *cog* either as a first or intermediate syllable. As each of them, with the exception of *con*, would require two stems, an abbreviated form is desirable.

142 The abbreviated prefixes are as follows:

- (1) *Com*, *con*, and *cum* are indicated by proximity; that is, by omitting the syllable and writing the part of the word that follows very near the word or syllable that precedes it.
- (2) When they cannot be thus indicated (because of being the first word of a line or coming after a pause of any kind), a dot is written near the beginning of the first stem.

The use of proximity or dot is optional:  
contraction, contraction, uncomplaining, unconscious, cumbrously, written contract.

- (3) *Cog*, as an initial syllable, is always written in full ; as an intermediate syllable, it may be indicated, like *com*, *con*, *cum*, by proximity :  
 *cognate*,  *recognize*.
- (4) In words beginning with *circum*, the syllable *cum* need not, in most cases, be even indicated, the parts before and after it being joined :  
 *circumlocution*,  *circumnavigation*.
- (5) *Occasionally* the parts before and after *com*, *con*, and *cum* are joined :  *inconsistent*,  *inconsistency*,  *accommodation*.
- (6) The prefixes *magna*, *magne*, *magni* are represented by the stem M. The remainder of the outline is written under and near :  
 *magnesia*,  *magnitude*,  *magnify*.
- (7) *Self* by a small circle, always on the line and usually disjoined from the remainder of the outline :  *self-defense*,  *self-evident*.
- (8) *Un* is prefixed to *self* by the N curl :  *unselfish*.
- (9) *Self-con* is represented by a circle and dot :  
 *self-confidence*,  *self-conceit*.

- (10) *With* by the contraction (DH) for that word joined to the remainder of the word : W- withdraw, L- notwithstanding.
- (11) *For* by the contraction (F) joined, or disjoined: F- forbid, F- forget, F- forgotten.
- (12) When a contraction, as in the case of *for* and *with*, is used as a prefix or suffix, the position of the outline of which it is a part is that of the word taken as a whole, not that of the contraction when standing alone. (Words beginning with *here*, *over*, and *where* are exceptions to this rule.)

Words beginning with *over* are usually first position, *here* third position, *where* second position: O- overpay, H- hereby, W- herewith, W- whereabouts.

#### SUFFIXES

143 The abbreviated suffixes are as follows :

- (1) *Ble*, *bly* are represented by the stem B when Bl cannot conveniently be joined: B-fashionable, B-profitably.
- (2) *Bleness* by Bs disjoined: B-suitableness, B-justifiableness.
- (3) *Fulness* by Fs disjoined: F-artfulness, F-gleeffulness.

- (4) *Iveness* by Vs disjoined:  massiveness,  
 secretiveness.
- (5) *Lessness* by Ls disjoined:  guilelessness,  
 heedlessness.
- (6) *Ever* by the v hook on both straight and curved stems. (*Whatever* and *forever* are always written with the V stem.) The v hook on curved stems is large like the *shun* hook:  wherever,  however,  whatever,  forever.
- (7) *Form* by FM joined:  reform,  per-form,  information.
- (8) *Mental, Mentality*, by Mnt disjoined. All words ending in *mental* are second position; ending in *mentality*, first position:  instr-  
 strumental,  instrumentality,  detri-  
 mental.
- (9) *Ology* by J joined or disjoined. All words ending in *ology* are first position:  the-  
 ology,  archaeology.
- (10) *Self* by a small circle joined, or written in full:  
 thyself,  itself,  herself.
- (11) *Selves* by a large circle joined:  them-  
 selves,  ourselves.

(12) *Ship* by SH joined or disjoined:  heirship,

 lordship,  township.

(13) *Soever* by sV joined:  howsoever,  
 whosoever.

(14) *Worthy* by the brief w and DH joined:  
 praiseworthy,  noteworthy.

(15) *In* and *on* by the n hook:  therein,  
 thereon.

Com          
          
 Con          
          
 Cum          
 Cog          
 For          
 With          
 Magna, magne, magni          
 Self        

Ble, bly 
  
 Bleness 
  
 Fulness 
  
 Iveness 
 Lessness 
  
 Ever 
  
 Form 
 Mental, mentality 
  
 Ology 
  
 Self 
 Selves 
 Ship 
  
 Soever 
 With 
 Worthy 
  
 In, on

## CONTRACTIONS

owe because change / practice 
  
 owing form health half

## WORD OUT OF POSITION

own

## The Wolf and the Fox



## LESSON XXII

### WRITING EXERCISE

WORDS IN WHICH CON, COM, OR CUM, IS INDICATED BY A DOT

contrary	complexion	cumbrously
contradict	complaining	cumbersomeness
conjointly	convex	compound
comparison	conference	compassion

WORDS IN WHICH CON, COM, CUM, OR COG, IS INDICATED  
BY PROXIMITY

unconscious	reconstruct	decomposition
unconvinced	recompense	recommend
recognize	discomfort	circumvent
reconsider	discontent	recognition

PHRASES IN WHICH PREFIXES ARE INDICATED BY PROXIMITY

they contrive	written contract
you command	always complacent
he considers	strict confidence
strong combination	bitter complaint
never completed	good company
stock company	frank confession

WORDS HAVING OTHER ABBREVIATED PREFIXES

forbear	self-same	withdraw
magnetic	self-conceit	withal
magnetize	self-command	withheld
magnified	self-conscious	selfish
self-evident	self-condemned	unselfish

## WORDS FROM WHICH CUM OR CON MAY BE OMITTED

circumference	circumscribe	circumspection
circumjacent	circumscription	circumspect

## WORDS HAVING ABBREVIATED SUFFIXES

invincible	wastefulness	zoölogy
defensible	needlessness	doxology
unpardonable	recklessness	yourself
unfashionable	groundlessness	ourselves
agreeableness	blamelessness	township
credibleness	performed	whosoever
sociableness	regimental	whatsoever
gracefulness	elemental	within
usefulness	detrimental	insensibly
wakefulness	mythology	copartnership

## MISCELLANEOUS

compoundable	reasonableness	scholarship
commendable	commendableness	painlessness
doubtfulness	constructiveness	gracefulness
hopefulness	self-composed	gracelessness
hopelessness	self-convicted	circumnavigation
combativeness	self-confidence	circumnavigator
competing	self-controlled	inconvenience
computings	companionship	inconvenient
forever contending	conversational	complications
complicated conditions	Congressional	committee
conventional conversation	penmanship	committee
fashionable company *	substantial	condition †

\*Company. In phrases it is sometimes represented by K, thus: insurance company, express company, railroad company.

\*Words ending in *ntial-ly*, are shortened by leaving off the last syllable or syllables.

### An Invitation

Owing to the complicated condition of your business affairs, and the faithfulness with which *you* have performed your duties, unconsciously *you* have overworked, and I would recommend a complete rest and *change* for a few weeks. From your *own* frank confession, I believe *you* will not contradict my statement, yet because of your unselfish disposition, *you* forbear asking for a vacation. The first of the month I am *going* to attend an educators' convention at Saratoga, and wish *you* would accompany me. If *you* will make a trip to this fashionable health *resort*, with its many attractions, *you* will forget all business complications, etc.,\* within a few hours. It is self-evident that this is what *you* need. *You* can come to the conference at *any* time; and withdraw whenever *you* wish. After certain committee meetings are *over*, I shall be free, and we will *practice* horsemanship, enjoying some of the magnificent views in and about this noted place. Be sensible and enter into partnership with me for this purpose and for friendship's sake.

---

\*Etc., et cetera, -d--; &c., and so forth, --

## LESSON XXIII

### PHRASING

144 A phrase in phonography is two or more words joined.

145 Though there are certain rules to be learned and followed in regard to phrases, yet a knowledge of correct phrasing must be acquired in a great degree by observation and practice.

146 A beginner is in danger of making long and difficult phrases which can be neither written nor read easily. One help in phrasing correctly is to learn what *not* to do.

147 Words should not be joined: (1) unless they naturally belong together; (2) if there is a pause of any kind between them; (3) if the joining cannot be made easily; (4) if the outline is not clear when finished; (5) if more time is required to join than to write them separately.

#### PHRASES OF THE FIRST CLASS

148 There are two kinds of phrases: (1) joining words without changing their form; (2) writing the consonants of two or more words in their proper order without reference to their form when standing alone. It is with the first and simpler class that this lesson will deal.

PHRASING

POSITION

149 The general rule for position of phrases is to write the first word in its proper position without reference to what follows: my own, may be,  
it may be, that may be, be sure.

150 A slight variation may be made from this rule in the case of first position words, in order to bring the second word in position, and thus render the phrase more legible: can be, my dear sir.

151 As or has being the first word of a phrase joined to a stem-word follows the position of that word; but if the phrase has no stem outline, it is written according to the general rule for position. Is and his are always written according to the general rule:

as great as, as many as, that is, is so, is not.

152 The same rules are observed for writing circles in phrases as for single words (par. 78):  
many years ago.

153 Contractions are freely used in phrases.

154 The up-stroke R in a phrase represents were, the down-stroke are, though the up-stroke is always used when are stands alone: are, there are.

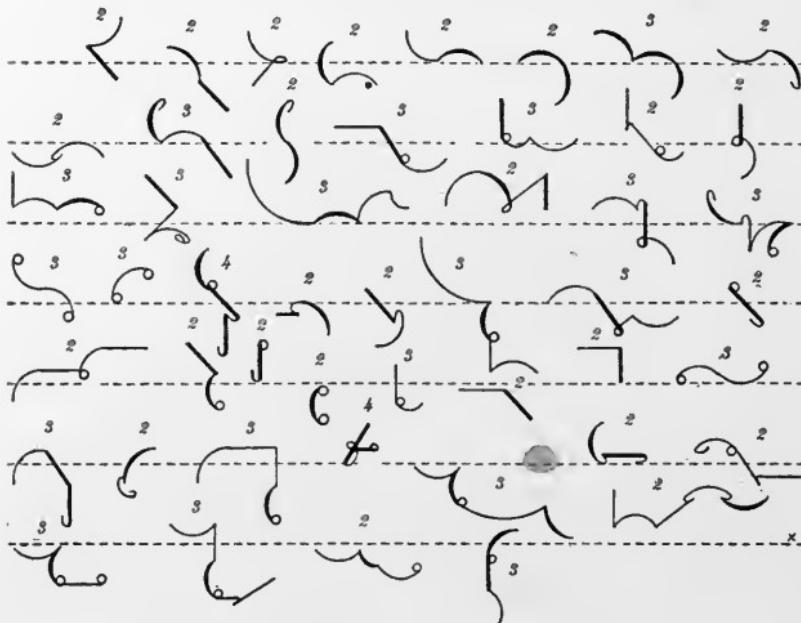
155 *That*, when following another word in a phrase, must be written in full, which makes it a half-length: \_\_\_\_\_ after that, \_\_\_\_\_ in that, \_\_\_\_\_ that they.

156 *Time* must be written in full *after* another word in a phrase: \_\_\_\_\_ about that time, \_\_\_\_\_ in time.

Exceptions to above rule: \_\_\_\_\_ at the time, \_\_\_\_\_ first time, \_\_\_\_\_ oftentimes.

157 *Mr.* joined to any word does not govern position: \_\_\_\_\_ Mr. Packard, \_\_\_\_\_ Mr. Cooper, \_\_\_\_\_ Mr. Lobeck.

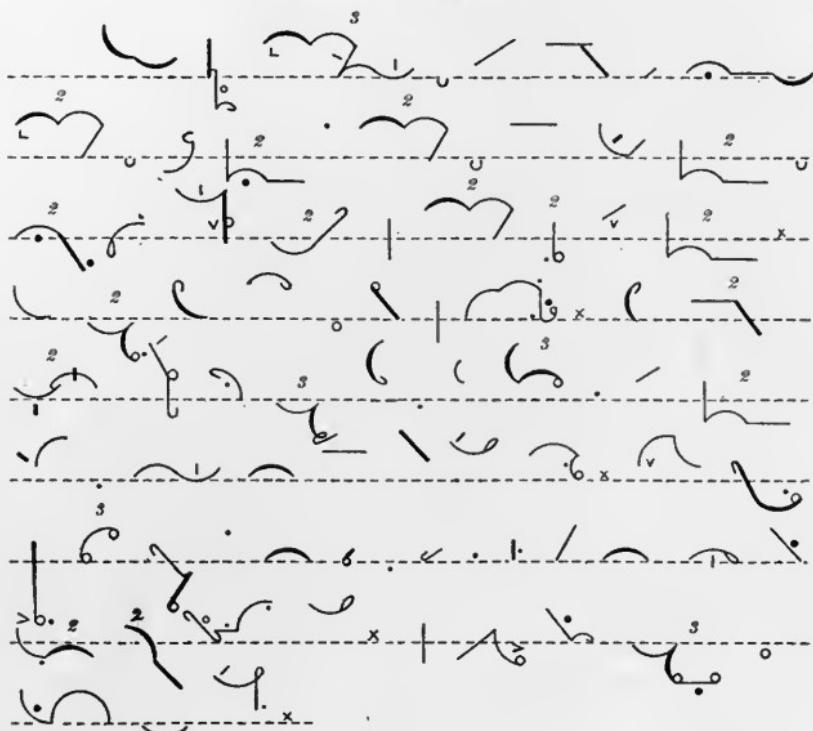
The figures indicate the number of words in the phrase.



## CONTRACTIONS

New York fact objection   
 public { publish { refer { reference {   
 wealth practical qualify   
 several subject system   
 privilege represent year

## Money Making



## LESSON XXIV

### WRITING EXERCISE

it may	every side	many years ago
may be	in any case	how many years
it may be	any better	after many years
so much	much better	public service
so many	after he was	that is
if such	may be written	it is necessary
if he	in my	has not been
can be	in this	as this
for me	this case	as much as
with him	after this	there is not
for my own	very much	as far as may be
while he was	so much money	as many as
though he was	great many cases	dear sir
any one	if he has	dear friend
that they	with reference	my dear friend
no more	with respect	my dear madam
any more	with regard	yours very truly
there were	should not be	yours in haste
will be	was taken	Mr. President
may be done	look at this	just about this time
upon this point	that was said	how many times
at last	many persons	after that time
at least	for my sake	about that time
in person	for several years	civil service reform

## Practical Education

(Words to be joined are enclosed in parentheses.)

*The objection (has been) made to our colleges (that they) are not practical. I do not think (that is) an accurate statement of the objection. What I would say is, (that they) are practical (with reference) to two or three\* pursuits, (but that) the demands of the time require nine-tenths† of our young men in other pursuits; and they are not practical (with reference) to these. If a young man wishes to qualify for one of the (ten thousand) pursuits which are opening on (every side), I could not say (to him) that a college course (would be) his best preparation (for that) life. This has often saddened me. (In this) city (there are) (so many) indolent men, and needy men, and idle men, in every sphere. But (there is not) one healthy man (in this country) who need stand idle and starve, (if he) will only go (on his) feet where the work is to be found. He need not go far. But, while (such is) the fact (with regard) to mere laboring men, while every man who comes to (this country) with no evil passion to gratify, can surely get on—while (such men) are (so much) addition to our wealth—I know (there are) now (one thousand) college graduates who are walking the stony streets of New York, and know not how to earn a living. As a preparation for certain pursuits in life—it may be) very well; but when I see, as I do see, (so many) men whose education has cost (so much), find themselves totally unable to earn a living, I am moved to protest against a system of education which seems (to me) so narrow and so partial.*

---

\*Two or three—Elevating a figure to the right of another indicates *or*, thus :  $\frac{2}{3}$

†Fractions are written the same as in longhand.

## LESSON XXV

### PHRASING BY HALVING AND LENGTHENING

158 In phrases of the second class the consonants of two or more words are combined as in a single word, without reference to their form when standing alone.

#### HALVING

159 *To, it, the, and had* are added to full-length stems by *halving*: ought to, can it, between the, they had.

160 *Its, and it is,* are added by *halving* and the circle: in its, by its, if it is, that it is.

#### LENGTHENING

161 *Their, there, they are, and other,* are added to curved stems and to straight stems with final hook by *lengthening*: may their, though there, upon their, when they are, think they are, no other.

162 It is sometimes necessary to distinguish between *there* and *other* in phrases, in which case the phrase containing *other* is vocalized: for their, for other, in their, in other.

163 *Others* is added by *lengthening* and a final circle: - (with others, - some others, - the others.)

## CONTRACTIONS

Great Britain

## San Francisco

among - - -

careful

beyond \_\_\_\_\_

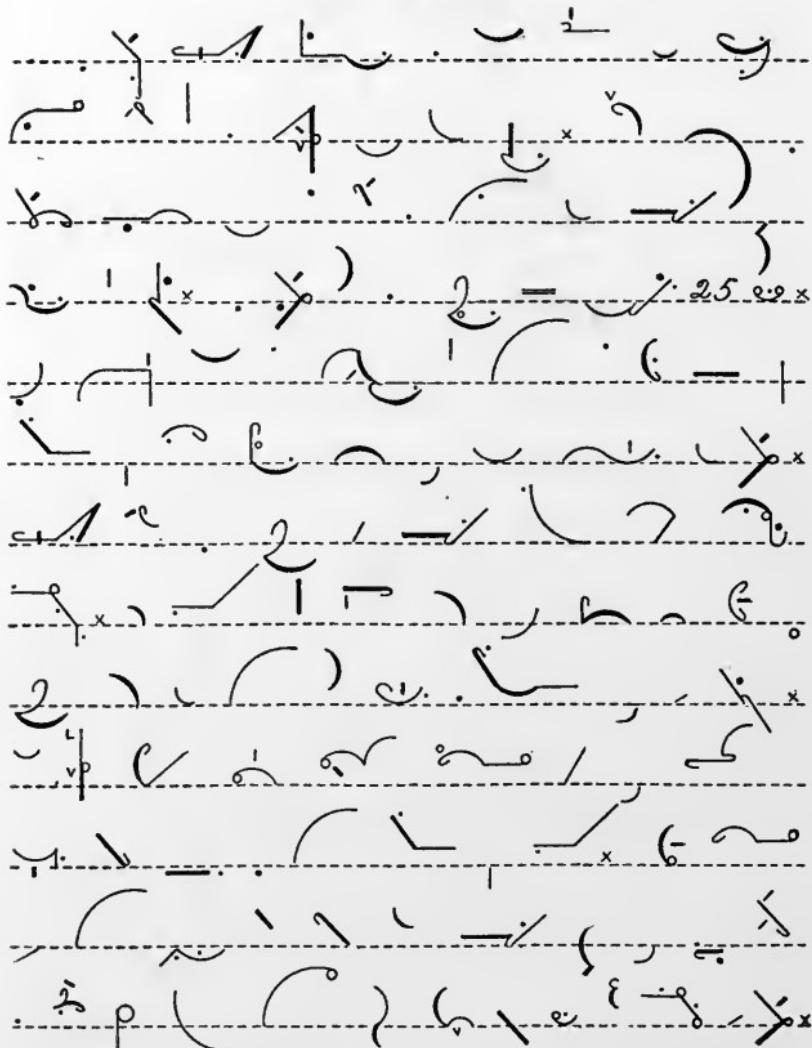
carefully.

charge-----/

long - - - -

without  $\epsilon$

## Penny Postage\*



\*Omit *t* after *s* in a few words where easier outlines are obtained:  
 postpone, post-paid, postal, post-office.

## LESSON XXVI

### WRITING EXERCISE

mean to	we had	earning their
of the	you had	should there
to the	he had	remain there
wish to	if he had	been there
ought to be	thought he had	that they are
so to speak	by its	know they are
charge it	from its	although they are
change it	if its	these other
before it	with its	every other
through it	through its	every other day
by the	among its	some other
over the	upon its	among other things
among the	when it is	some other cases
will the	in their	some other respects
above the	on their own	in other words
beside the	making their	any other time
incline the	writing their	think they are
that had	winning their	on the other hand

164 Numerals are written in Arabic characters except one, six and ten: ١ ٢ ٣ ٤ ٥ ٧ ٨ ٩

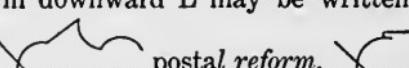
165 It is not safe to represent large numbers by use of ciphers. Too much time would be required in writing, and one cipher short, or one added, would destroy accuracy: ٥٦, ٧٨, ٤٥٩

## Penny Postage

(Concluded)

The shilling (which the) postman demanded was, (in *fact*,) a week's wages to a girl in her condition fifty (*years ago.*) It cost more then to *send* a letter from one end of *London* to (the other,) or from *New York* to *Harlem*, than it *now* does to *send* a letter from *Egypt* to *San Francisco*. The man who *changed* all this, Sir *Rowland Hill*, died in 1879, (at the) age of eighty-three. His attention was *first* called (to the) postal system (by the) high price of postage. He *found* (that the) actual cost of *sending* a letter from *London* to *Edinburgh* was one-eighteenth of a cent. This *fact* led him (to the) admirable idea (of the) uniform rate of one penny for all distances. (At that time) a letter from *London* to *Edinburgh* was *charged* about twenty-eight cents; but (if it) contained the smallest inclosure, the postage was doubled. The consequences of this (postal reform)\* (have been) marvelous. The *year before* the *new* plan was adopted in *Great Britain*, one hundred and six millions of letters and papers were sent (through the) post-office. *Year before last* one thousand four hundred and seventy-eight millions were sent; (in other words,) the average (for each) inhabitant has increased from three (*per annum*) to thirty-two.

---

\*Words ordinarily ending in downward L may be written with the upward L in phrasing:  postal reform,  post card.

## LESSON XXVII

### PHRASING BY CIRCLES AND LOOPS

166 *As, has, is, his,* are added to a circle-word by changing the small circle to a large circle:  $\text{---}^{\circ}$  as has,  $\text{---}^{\circ}$  has his,  $\text{---}^{\circ}$  is his,  $\text{---}^{\circ}$  his is.

167 A circle-word is prefixed to a word beginning with a circle, or added to a word ending with a circle, by enlarging the circle:  $\text{---}^{\circ}$  has said,  $\text{---}^{\circ}$  it is his,  $\text{---}^{\circ}$  this is.

168 *To, it, and the* are added to a circle by changing the circle to a small loop:  $\text{---}^{\circ}$  it is to,  $\text{---}^{\wedge}$  how is it,  $\text{---}^{\wedge}$  what is the.

(In regard to *the* this is an arbitrary rule, as *the* has no *t* sound.)

169 *There, their, and they are* are added to a circle-word by changing the circle to a large loop:  $\text{---}^{\circ}$  it is their,  $\text{---}^{\circ}$  is there,  $\text{---}^{\circ}$  as they are.

170 *Store* is sometimes added by the *ster* loop:  $\text{---}^{\wedge}$  book store,  $\text{---}^{\wedge}$  clothing store,  $\text{---}^{\wedge}$  shoe store.

171 To the loops, small and large, small circles are added for any circle-word:  $\text{---}^{\circ}$  as it is,  $\text{---}^{\circ}$  is it as,  $\text{---}^{\circ}$  as there has.

172 *Stairs* may be added by loop and final circle:

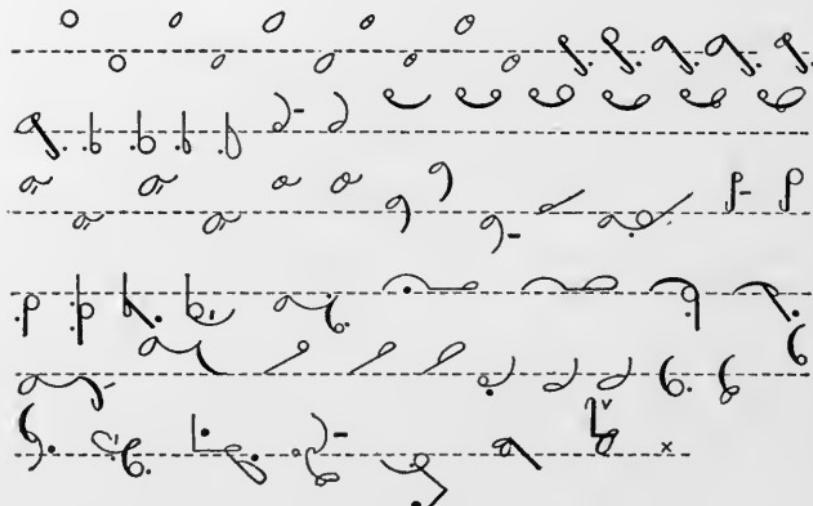
upstairs, downstairs.

173 The phrases composed of loops or of loops and small circles are *prefixed* in their *detached form* to stem-words when more convenient than joining in the ordinary way: as it has been, has there not, as there has been.

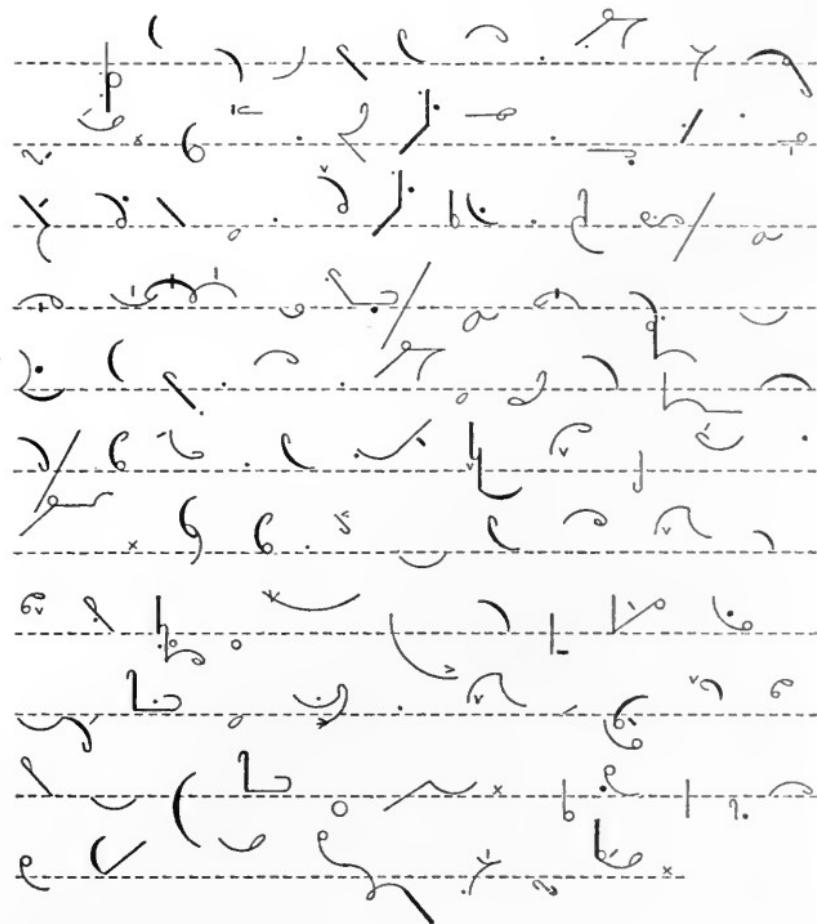
174 *Us* may be added finally by a small circle, but as sometimes when written thus after a verb it will conflict with another word, it should be used with caution. The stem sign should be employed in all doubtful cases: let us, from us, with us.

#### CONTRACTIONS

December opportunity truth heaven



## Have Young Men Honor ?



## LESSON XXVIII

### WRITING EXERCISE

as well as	always there
as well as there	as good as
has there not been	as soon as
as to that	because his
as such	because his is
is it possible	because it
as early as it is	because it is
as far as the	because there is
as far as there is	as there can be
as there is nothing	as there shall be
as there has not been	he is there
as it has not been done	as it ought
it is true	as to what
unless it	has to be
unless it is	is to be
unless there	what is the
unless there is	this has been done
as much as	is it payable
as much as it	is there anything
as much as it is	is there any other
as much as his	how is there
as much as his is	why is there
as fast as	that it is necessary
so as to	since they are
sometimes it is	since there is

New York, December 23, 19\_\_\_\_

W.\* M. IVINS, Esq.

243 Broad Street, Philadelphia, Pa.

(My dear Sir :)—(It is as) plain (as the) sun (in the) *heavens* that no conclusion (can be) reached (with *reference*) (to the) matter talked of (*last week*,) (unless there is) a personal consultation. (One of the) most futile *things* in *life* (is to) make men fill places (for which) they possess no aptitude. The person whose name (need not be) mentioned *here* (is his) *own* worst enemy. (*Because* it is) of deep concern to *you* (that he) should do well, I put him (into the) *retail* department, hoping he might improve there. (It is the) old story of fervent promises followed by no fulfillment. (*Because* there is) no integrity (in his) character do not expect him (to make) better use (of the) *opportunities* offered him than (he has done) (in the past.) (He has) repeatedly absented himself from business, and (when he is there), (as soon as) (he is) left alone (in the) office (it is his) custom to idle away his time. (As *long* as) (he is) (in this city) (it is true) (that he is) not improving (in his) habits. (As has been) often said (by his) best friends, (he is) sure of failure *here* and should try (some other) field. (Is there not) some smaller city where he could *begin* business *life anew* with some chance of success? (As to what) disposition (to make) (of the) place (he is) filling, that (is to be) decided (when he has) vacated it. (As far as the) salary is concerned, (it is the) least consideration. (In *any* case,) you (will

---

\*Always write initials in longhand.

be) saved from loss (as far as *possible*.) (As there is) no *longer* a hope of better *things here*, I (shall be glad) to consult *you* (as soon as *possible*) (with *reference*) (to the) future. (When is it) convenient for *you* (to call?)

(*Yours sincerely*)

[Student's name]

P. S. (He has) just come in—at ten o'clock. (This is the) first day (he has been) (at his) post this week. (Is it necessary) (to meet) him (when the) final interview (takes place) with (any other) *accusation\** than this? Let me see *you* (as early as the) *first of next week* (if it is *possible*.)

\*For distinction, the following words are written in different positions: —e causation, —e accession, —e accusation.

## LESSON XXIX

### PHRASING BY INITIAL HOOKS

175 *All* and *will* are added by the *l* hook:

for all, at all, they will, it will.

176 *Are*, *or*, and *our* are added by the *r* hook:

what are, when are, at or, for our.

177 *We* is added to straight stems by the *w* hook:

can we, were we, ought we, do we.

178 *You* and *your* are added to straight stems by the *y* hook, a large hook on the *r* side used only in phrases (par. 98): could you, what do you say, at your house.

179 It is important that the *y* hook for *you* and *your* always be made so large that it will not conflict with the use of the *r* hook for *our*. On T or D in third position (as *did you*) the hook should rest on the line:

at your place, at our place, did you.

#### CONTRACTIONS

probable } during doctor surprise  
probably } part quality equality  
recollect characteristic

All Will Or  
Are Our We  
You-r They

It Is / No  
It Is Not

It Is

Dr. Samuel Smiles

## LESSON XXX

### WRITING EXERCISE

for all	on our account
at all	are we
for all the	had we
for all their	did we
with all that	had we been
in all that time	could we believe
in all other cases	why do you
she will	how did you
she will be	had you been
it will	had you been there
it will be	can you state
it will be seen	at your place
when will	do you recollect
we will be	what do you say
where are	do you think there is
what are	where do you
on or about that time	where do you reside
on our part	which you believe
in our time	who are
at our house	who will
all our	we are ready
that will	do you know
to all	do you believe
but we	ought we

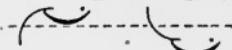
Amsterdam, Holland

*December 29, 19\_\_*

(My Dear Friend :)

(By all means) go to Paris, and (we will) meet *you* there, for (of all the) cities of Europe, Paris (is the) queen; (*among* all) people, the Parisians (are the) most charming, and (*among* all the) nationalities, France (is the) most unique. (It will) please *you* to study her (in all the) characteristics she presents. (We will be) (at the) Continental (on or before) the *first* of August. (When will) *you probably arrive*? (Why do you) *linger\** (*so long*) in England? (Where do you) go from London? (Could we) join *you* there, or (ought we) (to go) directly to Berlin? (Which will be) the better? Call (upon the) American Consul and (he will) be glad to serve *you*. (It will be) well (*among* all the) rest to cultivate him. (Do you) find the weather agreeable, and (can you) live (in the) open air (as much as) *you* desired? Where (are the) Johnsons (par. 91) and (what are) their plans (for the) summer? I hope (they will) reach Lucerne (by the) *first* of June. I send *you* our itinerary, (by which) (it will be seen) that we (shall be) there (on or about that time.) Please notify them. (It will be) observed that (we are) due at Berlin (on the) 15th. Why will not *you* meet us there, (by the) way? If Mary can come, (she will) find it very pleasant (at our house) as we *found* it (at your place) (in New York.) (Where do you live) during your stay

\*In *linger*, *finger*, and similar words the *g* may be omitted:



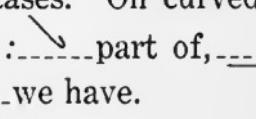
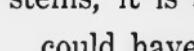
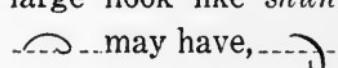
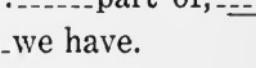
in London, and (where do you say) the greatest comfort (can be) had (for our) little company ? (Can we) get good rooms (at your) hotel ? (Did you) find the great organ a *surprise*, or (had you) heard it *before* ? (With all) your other cares (ought you) to spend your time (on the) German *language* ? (Is it) (what you want) for a holiday *recreation*, or (what your) *doctor* would advise (at your) age and in your condition of *health* ? We tried it for a time, (but we) gave it up and (were the) gainers. (On our) arrival at Liverpool we *found* that (in our) haste (we had) left our *passports* at home ; (but we) have no need of them (at all), nor do I *think* (they will) be needed (in all) our travel. The Hortons are in Amsterdam. (Can your) imagination grasp the idea ? (Of all the) unlikely events, this was the most unlikely, and (of all their) many plans, (this is the) wisest. (Had we) known it (in time,) we might have fixed them (at our) hotel, and (were we) to remain (through the) week, we might do it *yet*. (They are) very comfortable, however, quite (as much) so as (we are,) (which your) good sense will tell *you* is sufficient.

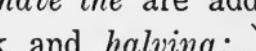
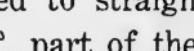
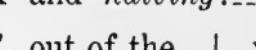
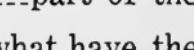
(Yours very truly)

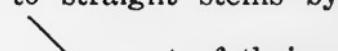
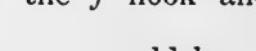
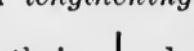
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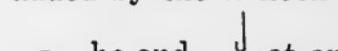
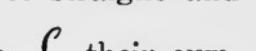
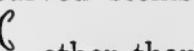
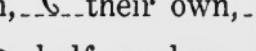
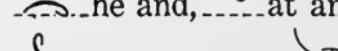
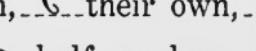
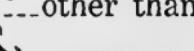
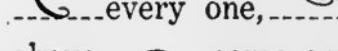
## LESSON XXXI

### PHRASING BY FINAL HOOKS AND CURLS

180 *Of* and *have* are added by the *f* hook to both straight and curved stems, though it is used on curved stems in only a few cases. On curved stems, it is a large hook like *shun*:  part of,  could have,  may have,  we have.

181 *Of the* and *have the* are added to straight stems by the *f* hook and *halving*:  part of the,  could have the,  out of the,  what have the.

182 *Of their*, *have their*, and *after* are added to straight stems by the *f* hook and *lengthening*:  part of their,  could have their,  day after,  hereafter.

183 *And*, *an*, *own*, *than*, and sometimes *one* are added by the *n* hook to straight and curved stems:  he and,  at an,  their own,  other than,  every one,  half an hour,  over and above,  some one.

184 It is safer to write *been* with a stem and hook, so that it will not conflict with *an*: had been, had an, have been, have an.

185 *Not* is added by the *n* hook and *halving*: did not, should not, will not.

186 *Another* is added by the *n* hook and *lengthening*: by another, if another, in another.

187 The *shun* hook is used in phrasing only for the word *ocean*: Atlantic ocean, Pacific ocean.

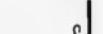
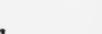
188 *There, their, they are, and other* are added to straight stems by the *ter* hook: are there, by their, each other, which they are.

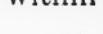
#### N CURL

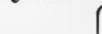
189 *In* before *some* is represented by the *N curl*: in some measure, in some degree.

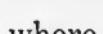
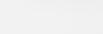
190 *Than* may be added by the *N curl* after a word ending with a circle or a loop: faster than, less than.

## COMPOUND HOOKS

191 A small hook within a *ter* hook represents *than*, *been*, or *own*:  rather than,  had there been,  by their own.

192 A small hook within a *v* hook on curved stems represents *been*:  may have been,  shall have been.

193 *Once* may be added by the *w* hook and a final circle on the *n* side of the stem:  at once,  but once.

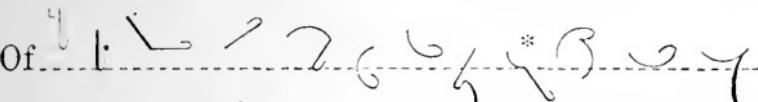
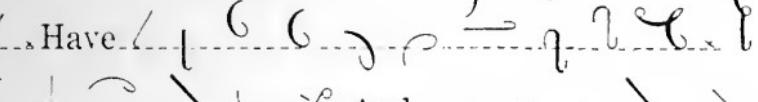
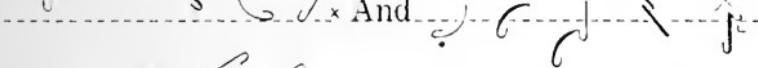
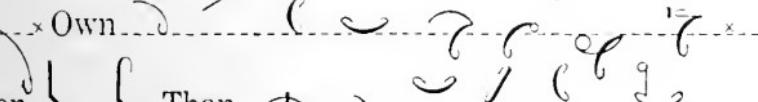
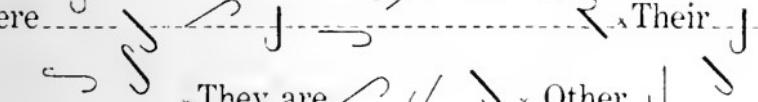
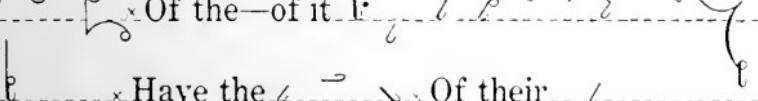
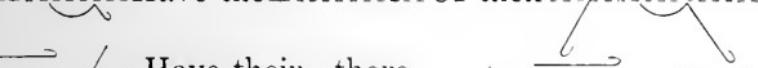
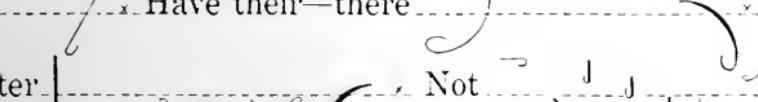
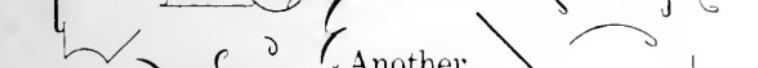
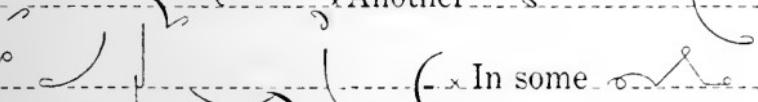
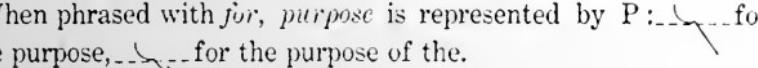
194 *Was* may be added by the *w* hook and a final circle:  it was,  where was.

## CONTRACTIONS

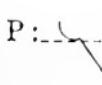
already		help	
capable		history	
circumstance		object	
circumstantial		object'	
degree		remembrance	
popular		}	
popularity			

## WORD OUT OF POSITION

held 

Of  \*  
 Have   
 An   
 Own   
 Been   
 There   
 They are   
 Of the—of it   
 Have the   
 Have their—there   
 After   
 Not   
 Another   
 In some   
 Been—than—own 

---

\*When phrased with *for*, *purpose* is represented by P:  for the purpose,  for the purpose of the.

Have been Once  
Was

## SENTENCES

1. A man said, "I am a  
man." He said, "I am a  
man." He said, "I am a  
man." He said, "I am a  
man."

## LESSON XXXII

### WRITING EXERCISE

<i>lack of</i>	<i>on an</i>
<i>each of</i>	<i>her own</i>
<i>side of</i>	<i>their own</i>
<i>inside of</i>	<i>from our own</i>
<i>outside of</i>	<i>had been</i>
<i>capable of</i>	<i>having been</i>
<i>all of</i>	<i>longer than</i>
<i>think of</i>	<i>slower than</i>
<i>know of</i>	<i>larger than</i>
<i>state of the case</i>	<i>any more than</i>
<i>out of business</i>	<i>where there</i>
<i>on the subject of</i>	<i>where there has been.</i>
<i>in the city of New York</i>	<i>where they are</i>
<i>may have</i>	<i>can their</i>
<i>you have</i>	<i>between their</i>
<i>but have</i>	<i>but they are</i>
<i>what have</i>	<i>each other</i>
<i>which have</i>	<i>that there has been</i>
<i>could have</i>	<i>we will be there</i>
<i>shall have</i>	<i>had you been there</i>
<i>should have</i>	<i>here and there</i>
<i>did you have</i>	<i>had you gone there</i>
<i>as long as you have</i>	<i>can there be</i>
<i>for an</i>	<i>did you remain there</i>
<i>if an</i>	<i>in all other cases</i>
<i>from an</i>	<i>much of the</i>

for the sake of the  
 may have their  
 did have their  
 day after day  
 week after week  
 Saturday afternoon  
 they did not  
 may not  
 it may not be  
 may not have been  
 could not  
 you are not  
 at another  
 still another  
 should another  
 at another date  
 in another way  
 that have been  
 much better than  
 at all their own  
 should never have been

it may have been  
 they may have been  
 that there may have been  
 greater than  
 part of the  
 on the part of the  
 on the part of their  
 alongside of their  
 out of the  
 out of their  
 state of the  
 state of their  
 in some respects  
 take care of the  
 take care of their  
 any more than their  
 out of their own  
 out of town  
 the other side of the case  
 did you have anything to  
 say

### Fallacies About the Sea

Every man (ought to) (cross the) ocean (at least) once (for the sake of) finding (how many) lies (have been) told (about it.) Men (may have been) (in the habit) of telling the *truth* (on the) land, (but an) ocean breeze (makes them) (capable of the) biggest stories. They see billows (as high) (as the) Alps and whales (as long as) a church. (We have been) (able to) find some things (that have been) reported (but not) all. (We have) heard that seasickness makes one desire to jump

overboard.\* (One day) (on our) ship (*among* the) hundred seasick passengers (there was) (not one) looking (at the) sea (as though) he (would like) (to get) (into it.) (We have been) told (that the) sails of ships whiten every sea; (but we have) *found* (that the cry) of "Ship —ho!" (is so) *rare* that it brings (all the) passengers (to their) feet. (We have been) told (of the) sense of desolation when (out of) (sight of) land, but in a *popular* steamer such a feeling is *impossible*. (We leave)† a *world* behind; (but we) take a *world* (with us.) Our desire to know how far (we are) (from the) shore is (no greater than) to know how far the shore is (from us). Men (by the) third day on shipboard turn inside out. I *refer* (to their) characters, not (to their) stomachs. Their generosity (or their) selfishness, their courage (or their) cowardice are *patent*. What (variety of) mission! Since getting (on board) some of them have *lost* (all their) money. (Two or three) have won *everything* and (the others) have *lost*. The sailors (have been) a constant entertainment. (They are) always interesting. (Each of them) has a *history*. Sometimes his *life* (has been) a tragedy, sometimes a comedy. (In his) *laugh* (is the) freedom (of the) sea and the wildness (of the) wind. We *can* hardly keep from *laying* hold with these sailor boys (as they) bend (to their) work (singing their) strange song, of (which we) catch (*here* and *there*) a stanza. *Heaven* (give them) a steady foot while *running* (up the) slippery *ratlines* to *reef* the topsail!

---

\*Most words beginning with *over* are written in first position without regard to accent.

†*Leave* must be vocalized to distinguish it from *live*.

## LESSON XXXIII

### PHRASING BY TICKS, BRIEF SIGNS, AND FOURTH POSITION

195 A tick is a straight stroke one-fourth the length of the stem T; a brief sign is half of a small circle.

#### TICKS

I\_-' who whom } -r- a an } ' or ,  
of \_- he \_- the : or -  
and }

#### BRIEF SIGNS

we would } c or s      you your } u or o  
way }

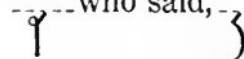
196 The ticks for *I* and *of* must always be in the direction of CH or R. These ticks do not govern position. They are joined initially, finally, or between words:

—^I hope, ^I am, ^I know, —if I may,  
—^o of course, ^ of that, ^ of us, —many of.

197 The tick for *I* is written upward before K and G, and downward before M and H: —I can, —I could, ^I am, ^I am not, —I can-not.

198 The tick for *I* takes the *v* hook for *have*, the *l* hook for *will* and the *n* hook for *not*—always being written downward for *I have* and upward for *I will*. The tick for *of* takes the *l* hook for *all*: I have, I will, I will not, of all.

199 The tick for *who* or *whom*, in the direction of CH, is the only shaded tick, and is, of course, always written downward. It governs position: who are, who said, who was, who will not.



200 The tick for *he* is used initially only before K, G, or M. It does not govern position: he goes, he may, he could.

201 The tick for *a*, *an*, and *and* is written upward or downward, in the direction of P, CH, or R. It is joined initially, finally, or between words. When joined initially it is written in the direction of P only. When joined to a circle, the circle governs position: under a, for a moment, a letter, and they, and as, and is, and as I, and is a.

202 The tick is seldom used for *an* when the *n* hook can be used: from an, from a, on an, on a, with an, with a.

203 The tick for *the* is never used alone nor initially. It is used when *the* cannot be represented in a phrase by any of the previous rules; namely, by halving or by changing a circle to a loop; that is, after a double-length, half-length, loop, or stem that does not

make an angle with the preceding stem: under  
the, made the, against the, like the.

204 In writing words beginning with the *con* dot, or ending with the *ing* dot, *I*, *of*, *a*, *an*, *and*, or *the* may be prefixed or added by writing the tick in place of the dot: I I condemn, of of committee, putting a, putting the, the the condition, and and company.

205 All ticks, initial or final, should be written so as not to conflict with hooks. There should be a well defined angle, thus: not that I was, not I would.

206 When the outline would be equally clear if the tick were written either up or down, the preference is the up-stroke. Avoid the backward hand movement as much as possible: not I hope, not I wish, not of his, not of course.

207 When standing alone and in phrases composed of ticks, circles, and briefs, *I* and *of* ticks are written upward; when joined to a circle, the circle governs position: as I, and I, and of, as I, of his, of yours.

208 The right or the left half of a small circle (according to convenience of joining) is used for *we* and *would* initially, finally, and between stems, and for *way*

finally : — we can, —<sub>5</sub> we did not, —<sub>5</sub> we wish,  
—<sub>5</sub> that we, —<sub>5</sub> it would be, —<sub>5</sub> the other way,  
—<sub>5</sub> another way.

209 The upper or the lower half of a small circle is used for *you* or *your* initially, finally, and between stems: —<sub>5</sub> you may, —<sub>5</sub> you say you can, —<sub>5</sub> you shall, —<sub>5</sub> if you were there, —<sub>5</sub> when you.

210 The brief signs do not govern position.

211 Ticks and brief signs are combined with each other and with circles and loops: —<sub>5</sub> of your, —<sub>5</sub> who would be, —<sub>5</sub> and as they are, —<sub>5</sub> and your.

212 *Did*, when it is the *first* word in a phrase, or when *preceded* by a brief, should be written in the contracted form, but when it follows a stem-word it must be written in full, to distinguish it from *do*:  
—<sub>5</sub> we did, —<sub>5</sub> where do you live, —<sub>5</sub> where did you live, —<sub>5</sub> they do, —<sub>5</sub> they did.

213 Any word in which the first upright or inclined stem is full-length or double-length may be written entirely below the line to signify that it is preceded by *to* or *too*. This is called the fourth position:  
—<sub>5</sub> to be, —<sub>5</sub> to do, —<sub>5</sub> too cheap, —<sub>5</sub> to render, —<sub>5</sub> to promote.

214 In expressions such as, "from day to day," "from time to time," etc., write the outlines of the

repeated word close together, or join them, omitting  
from and to: || from day to day, — from time  
to time, — from year to year.

I know it's a  
kind of helium  
gas.

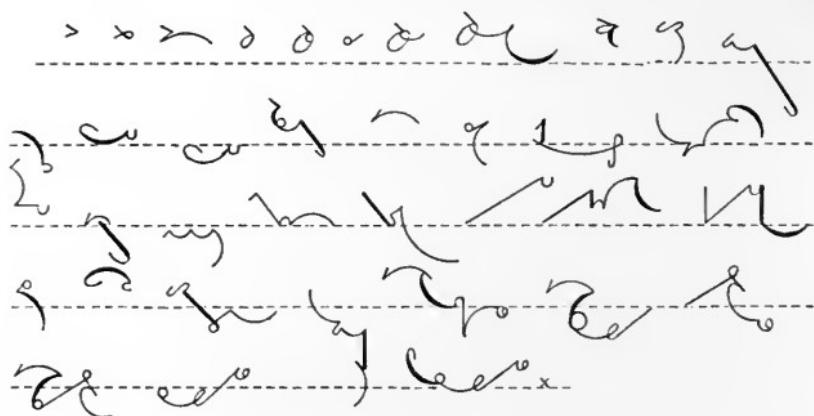
The image shows three rows of handwriting practice. The first row contains the words "Who, whom" with arrows numbered 1 through 9 indicating the direction and sequence of strokes for each letter. The second row contains "A, an, and" with arrows numbered 1 through 10. The third row contains "The" with arrows numbered 1 through 7.

In g the }  
" a n and }  
" and }  
Of con com }  
" and con com }  
" the con com }

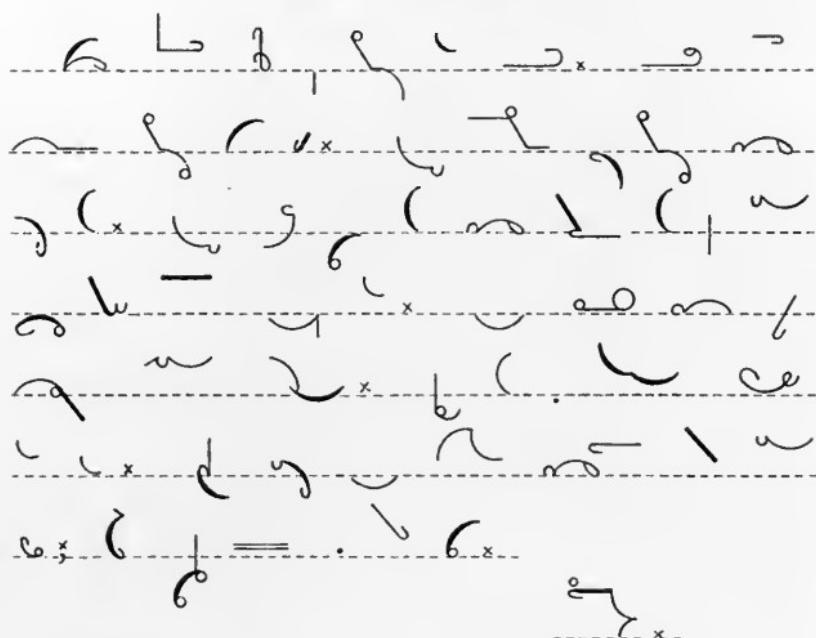
Handwriting practice lines showing the words "We, would, way" and "You, your" written in cursive script. The letters are formed with fluid strokes, and the words are connected by a continuous line.

To, too

\*See page 160.



### Make Occasion



## LESSON XXXIV

### WRITING EXERCISE

I say	on a
I object	with a
I wish	upon an
I said so	before an
I hope	more than a
I propose	father and mother
I purpose	hither and thither
I confess	made the
I contend	hide the
I know	meet the
I know there is	hate the
I may as well	like the
I may have been	after the
I may mention	bidding the
I thought that	putting a
I understand	since I have been
I think you have been	we think
I do not understand	we saw
I did not think	we shall be
I remain	shall we be
may I	we should have
may I not	we shall
that I was	shall we say
if I may not	I have no intention

I have no idea	you find
on your own account	you mean to say
out of your own	your intention
I hope you may	you say you can
as a matter of course	you say you must
he memorized	you see there is
he moves	of them
he carried	of yours
he comes	of us
we wish	of mine
if we	of many
if we take	of such
we do	of course
we fear	of a
should we	sort of
they would	court of
she would	spoken of
she would be	many of
that we think	weight of evidence
we would	who will
it would be	against the
any way	to save
in their way	to receive
this way	too deep
her way	and a
in a way	and I
you might	and the
you might not	and as I
you should say	and as a
you cannot	and is a
you could tell	and I have
you did not know	and I will
you recall	and I will not be

and I have not	because I have
I am yours respectfully	I think I have been
I am very respectfully yours	I spoke of the
I sent for you	I think there was a
I sent for your letter	I would have been there

### Value of Persistence

(I feel) (as if) it (were not) (for me) (to record) how hard I worked (at that) tremendous shorthand. (I will) only add (to what) (I have) *already* written (of my) perseverance (at this time) (of my) life and (of a) patient (and continuous) energy which then *began* (to be) matured within me (and which) (I know) (to be) the strong (*part of*) my character, (if it) have *any* strength (at all,) (that there,) on looking back, (I find) the source (of my) success. (I have been) fortunate in *worldly* matters; but (I never) (could have) done what (I have done) (*without the*) habit of punctuality, order and diligence—(*without the*) determination to concentrate *myself* (on one) *object* (at a) time which I then *formed*. The man who reviews his life as (I do) mine, in going on *here* (from page to page) had need (to have been) a good man indeed if (he would be) spared the sharp consciousness (of many) *opportunities* wasted, many perverted feelings constantly at war (within his) breast and defeating him. (I do not) hold one natural gift, (I dare say,) that (I have not) abused.

Whatever (I have) tried (to do) in life (I have) tried (to do) well; whatever (I have) devoted *myself* to, (I have) devoted *myself* to completely; in great aims and small (I have) (always been) thoroughly in earnest. (I have *never*) believed it *possible* that any natural or improved ability can claim immunity (from the) compan-

ionship (of the)\* steady, plain, hard-working *qualities*, and hope to gain its end. (There is no such) *thing* (as such) fulfillment (on this) earth. Some happy talent, some fortunate opportunity may form the two sides (of the) ladder (on which) some men mount, but the rounds (of that) ladder (must be) made of stuff to stand (wear and tear); and (there is no) substitute for thorough-going, ardent and sincere earnestness. Never to put one hand to anything (on which) (I could) throw my whole self, and never (to affect) depreciation (of my) work, whatever (it was,) (I find) now (to have been) my golden rules.—DICKENS

### What an Educated Man Ought to Know

(An educated) man (ought to) know three *things*. First, where (he is)—(that is to say,) what (sort of a) *world* (he has) got into ; how *large* (it is;) what kind of creatures live (in it) and how ; (what it is) made of and (what may be) made (of it.) Secondly, where (he is) going—(that is to say,) what chances or reports (there are) of *any world* besides this; what seems (to be) the nature (of that other) *world*. Thirdly, what (he had) best do (under the) *circumstances*—(that is to say,) what kind of faculties he possesses ; (what are the) present state and wants of mankind ; (what is his) place (in society;) (what are the) readiest means (in his) power of obtaining happiness and diffusing it. The man who knows these *things* and (has his) will so subdued (in the) learning (of them) (that he is) ready (to do) (what he) knows he ought, (is an) educated man ; (and the) man who knows them not is uneducated, though he could talk (all the) tongues of Babel.

—RUSKIN

\**Of the* is written with the halving principle to avoid conflicting with *of a*.

## LESSON XXXV

### WORD SIGNS AND CONTRACTIONS

215 The next work to be done is to learn the contractions and words out of position. Many of them have been given in connection with the previous lessons.

216 With this lesson, is given the complete list and a reading exercise which contains all of them.

217 After studying the list to some extent, "An Inconsequent History" should be read, and written again and again, until it can be read and written without hesitation and without errors.

### WORD SIGNS AND CONTRACTIONS

According - to — already ✓

accordingly — altogether —

acknowledge 7 7 7 7 among —

administratrix — an, and —

advantage 1 1 1 1 1 angel 1 1 1

advertise 1 1 1 1 1 antagonistic —

almost — archangel —

archbishop		belief-ve	
architect-ure		belong	
architectural		beneficial	
aristocracy-tic		benignant	
artificial		between	
as		beyond	
astonish-ed		bishopric	
awe		brethren	
Bankrupt		brother	
bankruptcy		but	
baptism		Cabinet	
baptist		can	
because		capable	
become		captain	
before		careful	
began		catholic	
begin		celestial-ly	
begun		certificate	

change /l/	/l/	/l/	/t/	county	-
characteristic	-	-	-	December	l
charge /v/	/v/	/t/	/k/	defendant	l
children /f/	-	-	-	degree	-
Christian	-	/v/	/t/	delinquency	f
circumstance	f	-	-	delinquent	f
circumstantial	f	-	-	deliver	f r f f f f
citizen	f	-	-	-	-
collect	-	c	-	democracy	-
come	-	-	-	-	-
contingency	-	t	-	democrat	l
controversy	-	b	-	describe	o o o
correct	-	c	-	descriptive	o
-	-	-	-	develop	l l l l l
-	-	-	-	did	t
-	-	-	-	differ-ence-ent	t t t t
could	-	-	-	-	t k t t
cross-examine	-	-	-	difficult-y	-
-	-	-	-	dignify	l l l

dignity	L	especial-ly	Y
discriminate	T	establish	RRR
	T		Y
distinct	f	evangelical	Y
	f		Y
	W	ever	C
	W		Y
	W	executrix	o
	W		o
distinguish	b	experience	g g g
Dr. (doctor)	I		g g g
doctrine	J	extraordinary	V V
dollar	I	Fact	C
domestic	L	familiar	W W
	L		W W
during	J		W W
dwell	F F F F	familiarity	W
Effect	L L L	February	C
electric	C	financial-ly	W
electrical-ly	C	first	L K
electricity	C	for	L
endeavor	M M M	form	W W W
	M M M		W W W
equality	C		W W W

frequent		health-y	
from			
Gave		hear	
general-ly		heaven	
generation			
gentleman		help	
gentlemen			
give-n		her	
govern		here	
governor		him	
Great Britain		his	
Had		history	
half		I	
halve		immediate	
has		importance-t	
hath		inartificial-ly	
have		indignity	

indispensable-y		large		
infer		legislature		
influence		length-y		
		long (adj.)		
inscribe		Malignant		
insurance				
intelligence		manufactory		
intelligent		manufacture		
interrogatory				
is		manufacturer		
January		Massachusetts		
jr. (junior)		member		
jurisprudence		memoranda		
Kingdom		memorandum		
knew		mental		
knowledge		misdemeanor		
Language		mistake		
languish				

Mr. (mister)	number
Mrs.	o, oh
mistook	ob'ject
mortgage	ob ject
mortgagee	objection
movement	observation
Neglect	of
	opinion
negligence	opportunity
negligent	owe
never	Parliament
nevertheless	part
new	particular
New York	peculiar
next	peculiarity
notwithstanding	pecuniary
November	people
now	

performance		privilege	
perpendicular		probability	
perpendicularity		probable-y	
phonographer		proportion	
phonographic		public-sh	
phonography		Qualify	
plaintiff			
plenipotentiary			
popular-ity		quality	
possible-y		quarter	
practicable-y		question	
practical-ly		Recollect	
practice		recollection	
preliminary		recoverable	
prerogative		refer-ence	
preservation		regular	
principal-le			

regularity		Roman Catholic	
religion		San Francisco	
remark		satisfaction	
remember		satisfactory	
remembrance			
represent		savings-bank	
		Savior	
representation		September	
republic-sh		several	
		shall	
repugnant		should	
		signify	
respectful-ly			
responsibility		similar	
responsible-y		similarity	
resurrection		singular	
Rev. (reverend)		somewhat	
revolutionary		southern	

speak		that	
special-ly		the	
specification		them	
spoke		these	
subject		thing	
subjection			
subjective		think	
suggestion		time	
superficial-ly		together	
superintend-ent		transubstantiation	
surprise		truth	
swear			
swift		Understood	
swore		United States	
sympathy		universe	
		usual-ly	
system		was	
Thank-ed		wealth-y	

well l without l  
 were / world w  
 what l worth w  
 when w worthy w  
 where w would w

Year Y yet y  
 you u

which w young y  
 who-m w your y  
 will w youth y  
 with w

## WORDS WRITTEN OUT OF POSITION

## CONTRACTIONS

advantage l for l truth l where /  
 altogether l him m were / which l  
 gentleman l of l what l

## WRITTEN IN FULL

another	go	other
any	he	over
do	held	own
found	myself	send
	their } { there }	

## An Inconsequent History

A man went to a  
 shop to buy a  
 hat. He asked the  
 shopkeeper if it  
 was to his taste.  
 "Yes," said the  
 shopkeeper, "it  
 is to your taste,  
 but it is not to  
 my taste." "I  
 will take it,"  
 said the man.

in. not

This it to in   
 preaching not   
 a a   
 to even   
 no to on even   
 on ( in   
 a a to to in   
 to make ( to in to in   
 a book in   
 ( ( , ) a   
 a to on   
 are much ,

each Brown ready to f. or to / it on I said at shown again a p (a Patter-  
son ) money to pay she met

a past to I not this ( it to I so our no or to in its continue strokes out ) I not strokes

in a way we to of  
lies in to this class  
to we a home  
so though no  
mere it It also in a  
by crowded to being un-  
der to or it to to  
a in if one or  
or to this need  
not it nor mention it simply  
errors thus in  
due To this no one  
evidences attending a  
a f note  
condition party not

races;  $\checkmark \checkmark \checkmark$  temperaments it  
not one care to are not  
in avoiding remedies even  
though our cities.  
to taste although it useless. To-  
day plays such engineer  
must be in placing plant a dissertation  
not so this not be. It  
inclined to or two connected  
this nor however  
it may be stated. This not to  
it so flat happen in.

## LESSON XXXVI

### WRITING EXERCISE

#### KEY TO "AN INCONSEQUENT HISTORY"

An intelligent young *man* having become antagonistic because *a* citizen would cross-examine him, together with his domestic, as to religion, spoke to an archbishop who was familiar with his history, and *asked* him to take charge of the controversy. The Roman Catholic gentleman was astonished at the suggestion, but thanked the youth for the opportunity it gave him to develop his doctrine, and help his generation. His brethren, nevertheless, were of the opinion that he should discriminate somewhat as to quality and gave him the privilege to acknowledge his responsibility and establish his belief. Another circumstance should be understood as possibly distinguishing between prerogative and principle; the youth mistook the movement for a financial performance, and began to practice his malignant familiarity, which was a new thing in the experience of the evangelical brother, who swore somewhat, but yet did not go beyond the dignity of his catholic, Christian endeavor.

*This, it is well for you to remember, was in New York before the first of January, when the Doctor was preaching transubstantiation, a truth not generally held, and the Governor of Massachusetts, a plenipoten-*

tiary from San Francisco, *a* member of Parliament from Great Britain, and other representative people were particular as *to* the perpendicularity of his belief. An angel from heaven could have had *no* difficulty *to* establish intelligence *on* the subject of insurance ; and *even* the archangels, who dwell *on* the resurrection, have found that knowledge altogether without importance *in* the peculiar contingency. The fact is, a Southern gentleman, *a* superintendent, *to* whom the question was given, began *to make* memoranda with reference *to* jurisprudence *in* the celestial world; and *to* inscribe *in* phonographic characteristics his own recollections and observations, and *to* speak of the objections and advantages of *a* republic. A swift phonographer with *a* memorandum-book had part *in* the controversy, and several other capable gentlemen, among them *a* manufacturer, who was *a* captain and *a* Democrat, began *to remark* *on* the effects of an aristocracy. The County Democracy, who *are* responsible for *much* neglect and misdemeanor, and who during February, September, November, and December of *each* year manufacture revolutionary language for the Legislature, gave *a* satisfactory description of the difference between the plaintiff and defendant ; and the Rev. Mr. Brown, ever ready *to* deliver his opinion, or *to* change it *on* any subject for *a* dollar, *said*, notwithstanding his surprise *at* the indignity *shown* him, he would never *again* have sympathy for *a* system without *a* pecuniary object. Mrs. Patterson\* was coming from the savings-

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\*See page 158.

bank with the *money to pay* the mortgage when *she met* the mortgagee.

I remember *a time*, now *past*, when preliminary bankruptcy was healthy, and would influence people *to swear*; but do *not* infer from *this* that any bankrupt would think *it practicable to do so*. According to *our* distinct remembrance the architectural bishopric was circumstantial and artificial, and *no* certificate of baptism could dignify the mistake, *or qualify* the probability *to* the satisfaction of the junior member. The peculiarity of the half length *in phonography* is singular, but practical, and *its* preservation, because indispensable, will probably *continue* as usual, notwithstanding the number of perpendicular *strokes out of proportion*. These do *not* signify where similar *strokes* come together *in a regular way*. Regularity is what *we owe to system*. Wealth *lies in* that quarter, and worth. Your benignant people belong *to this class*, and *to them we shall send a savior*. Superficially, truth hath her *home here*, and has had, oh, so long! The immediate kingdom, *though large*, is *no mere manufactory*, as I recollect *it*. *It is also recoverable in a degree by* the public and never overcrowded. Next to *being under subjection to* an executrix, *or an administratrix*, it is repugnant to have *a representation in* the Cabinet, especially *if one can govern himself, or advertise* what is already begun, *or almost to begin*. As *this is altogether beneficial* I *need not describe it, nor mention it* for children *to hear with awe*; but *simply collect the facts, and correct the errors, and thus halve the difficulties inartificially and in due form*. *To this*

regularity *no one* could specially object ; because the frequent and peculiar evidences of popularity attending a similarity of movement everybody \* knew.

I myself a worthy but delinquent baptist note that, financially speaking, the general condition of the Democratic party is not important, but equality of races is ; nevertheless, people differ according to different temperaments, and it should not astonish any one that the wealthy give special care to health, are not negligent of mental development, and believe in avoiding superficial remedies, even though popular. The principal architecture of our large cities has especial reference to aristocratic taste, although it is inartificial and practically useless. To-day electricity plays such an important part that the electrical engineer must be careful in placing the electric plant. But a lengthy dissertation is not possible, so this shall not be long. It will probably represent the celestially inclined, and refer to an interrogatory or two indispensably connected with the subject. Thank nobody\* for this, nor publish the fact, however responsibly it may be stated. This will not do to republish, for oh, it is so flat. Extraordinary things happen in the United States.

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\*See note page 36.

## PROPER NAMES

In proper names a small circle and N *curl* may be written to represent the syllable *son* even where the N stem does not make an awkward outline (par. 91):

— Addison, — Dawson, — Atchison.

In proper names a small circle and N *curl* may be written within a *ter* hook, also within an N hook on curved stems: — Patterson, — Peterson,  
— Henderson.

In proper names the syllable *wood* may be written with the half-length W: — Underwood,  
— Collingwood.

Proper names should always have the accented vowel inserted: — Cunningham, — Chattanooga.

The syllable *Con* at the beginning of proper names is not always represented by a dot, but may be occasionally: — Conway, — Condit, — Confucius, — Concord, — Constantinople.

In writing proper names the H *tick* may be used before consonants other than K, G, and M (par. 89):  
— Manhattan, — Harrison.

Proper names beginning with O generally have the sign joined: — O'Connell, — O'Hara,  
— O'Leary, — O'Donnell.

## HELPFUL PHRASES

absolutely necessary	do you ever
again and again	do you have
all the time	Eastern States
at any rate	fellow citizens
at first	for example
at all events	for instance
at all times	for the purpose of
at last	from the time
at least	good while
at some time	good-will
at the same time	I am not
at the time	I cannot
bank account	I could not
bank note	I mean to
by express	in consequence
Constitution of the United States	in consideration
day time	in order

in reference		seems to be	
in regard		Southern States	
in return		to sell	
more and more		to use	
more or less		to other	
most likely		to their	
much more		to the	
must be		to it	
must not be		to them	
no, sir		to that	
Northern States		vice-president	
of said		years of age	
of such		years old	
on the contrary		yes, sir	
one or more		yes or no	
one or two		you are	
right or wrong		you were	
Secretary of State		you are not	
Secretary of War		you were not	

## LEGAL WORDS AND PHRASES

Abstract	✓	appearance	✓
abstract of title	✓	appellate	✓
accessible	✓	appellant	✓
adjournment	✓	appurtenances	✓
adjustment	✓	ascertain	✓
administrator	✓	as follows	✓
administration	✓	assignee	✓
administratrix	✓	assignment	✓
administrate	✓	assigns	✓
administered	✓	Bargained	✓
affiant	✓	before and after	✓
affidavit	✓	bill of sale	✓
aforesaid	✓	Borough of Brooklyn	✓
alimony	✓	Borough of Manhattan	✓
allegation	✓	borrower	✓
annexed	✓	Cause of action	✓

causes of action		covenant	
chattels		Deceased	
Circuit Court		default	
City of New York		defendant's counsel	
City and County of New York		demurrer	
commonwealth		deponent	
competent		description	
consignee		devise	
consignment		disbursements	
consignor		dismissal	
constitute		distance	
copartnership		duly sworn	
copy of your answer		East	
Corporation Counsel		easterly	
counsel		eastern	
County Court House		eastward	
County of New York		eastwardly	

endorse		good will	
endorsed		grantee	
endorsement		grantor	
endorsing		guarantor	
entitle		guardian	
equity		Here	
evidence		hereafter	
executed		hereby	
executors		herein	
expedient		hereinafter	
expiration		hereinbefore	
Foreclosure		hereof	
foregoing		hereto	
for the purpose of		heretofore	
forthwith		I give	
funeral		immunities	
Gentlemen of the jury		in accordance	

in consideration		Lastly	
incumbrances		last will and testament	
indebtedness		Maintenance	
indenture		mortgage	
individually		mortgagee	
in full		mortgagor	
in pursuance		North	
in relation		northeast	
in testimony whereof		northeasterly	
in this action		northeastern	
interpleader		northerly	
inventory		northern	
in witness whereof		northwardly	
irrelevant		northwest	
Jointly		northwesterly	
jurisdiction		northwestern	
Justice of the Peace		notarial	

notary public		promissory	
of the City of New York		pursuance	
of the State of New York		Real and personal	
of this action		real estate	
on or after		recover	
on or before the		recovery	
or otherwise		referee	
Parallel		registrar	
party of the first part		registry	
party of the second part		respondent	
per annum		Same place	
per cent		set forth	
personal estate		severally	
petitioner		signature	
place of business		situate	
plaintiff's attorney		situated	
peremptory		southeast	

southeasterly		Supreme Court	
southeastern		Surrogate's Court	
southern		Take notice	
southerly		temporary	
southwardly		testamentary	
southwest		testator	
southwesterly		testatrix	
southwestern		that he is the	
State of New York		that he was	
subpoena		that is to say	
subscribed		thereafter	
subscriber		thereat	
substitute		thereby	
substituted		therefor	
summons		therefore	
supplementary		therefrom	
supposed		therein	

thereinto		what is your	
thereof		whereas	
thereon		whereat	
thereto		whereby	
thereunder		wherefore	
thereunto		wherein	
thereupon		whereof	
therewith		whereon	
to take place		wheresoever	
transcript		whereupon	
Verified		wherever	
Warrant		wherewith	
well acquainted		wherewithal	
westerly		where do you reside	
westward		witnesseth	
westwardly		whomsoever	
western		whosoever	

## OUTLINES DISTINGUISHED

abandoned		administrator	
abundant		demonstrator	
above		adoration	
before		duration	
absolute		advance	
obsolete		defiance	
abundant		advantage	
	see abandoned	joy	
accession		adverse	
accusation		diverse	
causation		advert	
account		divert	
amount		advice	
cotton		advise	
kind		device	
accusation		affect	
	see accession	effect	
acute		affirm	
cute		confirm	
adamant		form	
demand		conform	
diamond		affirmation	
administered		confirmation	
administrate		formation	
demonstrate		conformation	
administration		affix	
demonstration		fix	

after		anybody	
for		nobody	
of			
afterward		anyone	
forward		no one	
froward		none	
again		anything	
altogether		nothing	
together			
agent		apart	
gentlemen		part	
almost		party	
most			
altitude		appertain	
latitude		pertain	
altogether			
	see again	apportion	
amount		portion	
	see account	operation	
animal		oppression	
anomaly			
annexed		apposition	
next		opposition	
anomaly		possession	
	see animal	position	
anterior		approbation	
interior		probation	
any		prohibition	
no			
own		appropriate	
		purport	
		property	
		propriety	
appropriation			
preparation			
proportion			

are		available	
where		valuable	
were		volute	
arm		avocation	
army		vacation	
ashore		vocation	
shore		avoid	
assure		void	
sure		avoiding	
assured		fighting	
shrewd		bank	
atheism		panic	
theism		bank note	
atheist		bank account	
theistic		barber	
atheistic		briber	
theistic		bribery	
atonement		barley	
attainment		barrel	
tenement		beautiful	
attainable		pitiful	
tenable		before	
attainment		see above	
see atonement		beheld	
J		behold	
auditor		berth	
daughter		birth	
doubter		breath	

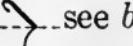
blast   
plaster 

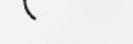
blasted   
plastered 

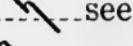
blaster   
plasterer 

blasting   
plastering 

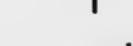
board   
bread 

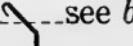
breath  see *berth*

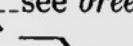
breed }   
brute }   
brood } 

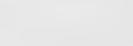
briber  see *barber*

bribery  see *barber*

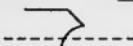
bright   
broad 

brood  see *breed*

brute  see *breed*

cabin   
captain 

cajole   
cudgel 

capital   
capitol 

captain  see *cabin*

caricature   
character 

causation  see *accession*

caused   
cost 

caustic   
exotic 

character  see *caricature*

chlorate   
chloride 

coalition   
collation   
collision   
collusion 

collapse   
eclipse 

collation  see *coalition*

collision  see *coalition*

collusion  see *coalition*

come   
go 

coming   
going 

communication		copy	
connection		occupy	
comparative		cordially	
coöperative		gradually	
operative			
compositor		cork	
pastor		crack	
pasture		corn	
		grain	
condemnation		corner	
domination		crossing	
dimension		corporal	
damnation		corporeal	
confirm		cost	
	see affirm		see caused
confirmation		cotton	
	see affirmation		see account
conform		country	
	see affirm	kindred	
conformation			
	see affirmation	countryman	
Connecticut		countrymen	
Kentucky		crack	
connection		crammed	
	see communication	cramped	
consider		crossing	
construe			see corner
coöperative		cudgel	
	see comparative	cute	
		see acute	

damnation		demand		see adamant
	see condemnation			
daughter		demonstrate		
dear				see administered
true		demonstration		
truth				see administration
debtor		demonstrator		
editor				see administrator
decease		desist		
disease				see deceased
deceased		destination		
desist		destine		
diseased		distinction		
dedicate		detect		see dedicate
detect				
deduct		detection		
dedication				see dedication
detection		device		see advice
deduction		diamond		see adamant
deduct				
deduction		dimension		
	see dedication			see condemnation
defer		disease		see decease
defray		diseased		see deceased
defiance		distinction		
defray				see destination

distribute		else	
disturb		less	
diverse		emigrate	
divert		immigrate	
domination		migrate	
		emigration	
doubter		immigration	
		migration	
dullness		eminent	
idleness		imminent	
duration		employ	
		imply	
earnestly		endless	
erroneously		needless	
easier		erroneously	
easily		see	
eclipse		earnestly	
editor		eternity	
		trinity	
effect		ever	
		every	
elder		exotic	
older		see	
later		caustic	
eldest		expansive	
oldest		expensive	
latest		extensive	
		extension	
		extenuation	

extensive		fiscal	
		see expansive	
extenuation		physical	
		fix	
		see extension	see affix
extract'		float	
extricate		flowed	
extraction		for	
extrication		form	
extricate		formal-ly	
	see extract	formerly	
extrication		formation	
			see affirmation
fairly		former	
thoroughly		see farmer	
farmer		formerly	
former		see formal	
favored		found	
favorite		see find	
fierce		forward	
furious		see afterward	
fighting		froward	
	see avoiding	see afterward	
finally		funeral	
finely		funereal	
find		furious	
found		see fierce	
finely		garden	
	see finally	guardian	
		garnet	
		granite	

genteeel		granite		see garnet
genteeelly		guardian		see garden
gentle-y		guide		see God
gentlemanly				
jointly				
gentleman		guilt		see gilt
giant		happily		
gentlemanly		partly		
gentlemen		hardily		
giant		hardly		
gilt		heartily		
guilt }		mortally		
gold		he-him		
go		me		
God		held		
guide		hold		
going		her		
		our		
gold		hereafter		
		hereof		
gradation		hereat		
graduation		hereto		
gradually		herein		
		hereon		
	see cordially			
graduation		hereinto		
	see gradation	hereunto		
grain		hereof		see hereafter

hereon	<i>see herein</i>	imply	<i>see employ</i>
hereto	<i>see hereat</i>	important	
hereunto	<i>see hereinto</i>		<i>see impaired</i>
him	<i>see he</i>	incessant	
himself		unceasing	
myself			
history		indebted	
mystery		indicted	
hold	<i>see held</i>	undoubted	
honestly		undated	
nicely			
idleness	<i>see dullness</i>	indication	
immaterially		induction	
immaturely		indicted	<i>see indebted</i>
imminent	<i>see eminent</i>	induction	
immigrate			<i>see indication</i>
	<i>see emigrate</i>	inevitable	
immigration		unavoidable	
impaired		ingenious	
important		ingenuous	
impassionate		innovation	
impassioned		invasion	
impatient			
		interested	
		understood	
		interior	
			<i>see anterior</i>
		invasion	
			<i>see innovation</i>

island		licorice	
land		liquors	
January		likely	
June		luckily	
jointly		liquors	
joy		live	
June		lovely	
Kentucky		luckily	
	see Connecticut	machine	
kind		mission	
kindred		machinery	
land		missionary	
late		marked	
old		market	
later		materially	
	see elder	maturely	
latest		me	
latitude		melt	
leave		mild	
live		mold	
less		melter	
	see else	milder	
level		molder	
lovely		migrate	
		migration	
			see emigration

mild		see <i>melt</i>	myself		see <i>himself</i>
milder		see <i>melter</i>	mystery		see <i>history</i>
ministry			narrated		
monastery			quoted		
min'ute			needless		see <i>endless</i>
mi nute'			next		see <i>annexed</i>
month			nicely		see <i>honestly</i>
Misses			no		see <i>any</i>
Mrs.			nobody		see <i>anybody</i>
mission		see <i>machine</i>	none		see <i>anyone</i>
missionary		see <i>machinery</i>	no one		see <i>anyone</i>
mixed			nothing		see <i>anything</i>
mixture			obsolete		see <i>absolute</i>
mold		see <i>melt</i>	occupy		see <i>copy</i>
molder		see <i>melter</i>	monastery		see <i>ministry</i> of  or  see <i>after</i>
monastery			month		see <i>minute</i> old  see <i>late</i>
			mortally		see <i>hardily</i> older  see <i>elder</i>
most		see <i>almost</i>	most		oldest  see <i>eldest</i>
Mrs.		see <i>Misses</i>	operation		see <i>apportion</i>

operative		overrun		see <i>overran</i>
	see <i>comparative</i>			
operator		oversaw		
porter		oversee		
opposition		oversew		
	see <i>apposition</i>			
oppression		overtake		
	see <i>apportion</i>	overtook		
oppressor		overthrew		
peruser		overthrow		
pursuer		own		see <i>any</i>
other		panic		see <i>bank</i>
their }				
there		Parisian		
our		Persian		
	see <i>her</i>	Prussian		
over		part		see <i>apart</i>
very		partly		see <i>happily</i>
overarch		partner		
overreach		part-owner		
overdraw		party		see <i>apart</i>
overdrew		passed		
overlade		past		
overload		paused		
overran		passionate		
overrun		patient		
overreach		past		see <i>passed</i>
		see <i>overarch</i>		see <i>pastor</i>
				see <i>compositor</i>

pasture	see <i>compositor</i>	pitiful	see <i>beautiful</i>
patient	see <i>passionate</i>	plaster	see <i>blast</i>
patron	✓	plastered	see <i>blasted</i>
pattern		plasterer	see <i>blaster</i>
paused	see <i>passed</i>	plastering	
permanent			see <i>blasting</i>
preëminent		poor	
prominent		pure	✓
persecute	✓	poorer	
prosecute		purer	✓
persecution	✓	poorly	
prosecution	✓	purely	✓
Persia	✓	porter	see <i>operator</i>
Prussia		portion	see <i>apportion</i>
Persian	✓ see <i>Parisian</i>	position	see <i>apposition</i>
pertain	✓ see <i>appertain</i>	possession	
petrifaction	✓		see <i>apposition</i>
putrefaction		predict	
petrified	✓	product	
putrefied		protect	✓
petrify	✓	preeminent	
putrefy			see <i>permanent</i>
peruser	✓	prefer	
	see <i>oppressor</i>	proffer	✓
physical	see <i>fiscal</i>		

preparation		prosecute		see persecute
	see appropriation		prosecution	
prescribe				see persecution
proscribe				
princes		protect		see predict
princess				
probation		Prussia		see Persia
	see approbation		Prussian	
product		pure		see poor
proffer		purely		see poorly
prohibition		purer		see poorer
	see approbation		purport	
prominent				see appropriate
	see permanent		purpose	
property				see propose
	see appropriate		pursuer	
proportion				see oppressor
	see approbation		putrefaction	
propose				see petrifaction
purpose			putrefied	
propriety				see petrified
	see appropriate		putrefy	
proscribe				see petrify
	see prescribe	quoted		see narrated

refiner		refinery		ruined		see renewed	
reflect		refract		safe		sofa	
reflection		refraction		stove			
refract				safely		safer	
refraction				same			
				some		sum	
				see reflection			
register		registered		school		skill	
registrar		registry		scorch		scratch	
renew		ruin		seat		settee	
renewed		ruined		send		sent	
reparation		repression		separate			
representation		reputation		sport		spread	
repression				support			
				separation		suppression	
				settee		see seat	
reputation				several		severally	
				see representation			
ruin		see renew		shore		see ashore	

shrewd		see assured	suppose		
situation			supposed		
station			suppression		
skill		see school			see separation
sofa		see safe	sure		see assure
some		see same	tartar		
sport		see separate	trader		
spread		separate	traitor		
staid			taste		
steady			test		
staidness			taster		
steadiness			tester		
statesman			tenable		see attainable
statesmen			tenement		
station		see situation	test		see taste
steadiness			tester		see taster
		see staidness	their		see other
steady		see staid	theism		see atheism
stove		see safe	theist		see atheist
sum		see same	theistic		see atheistic
support		see separate	there		see other

these	->-	use	
this	->-	yourself	->-
thoroughly	->-	see <i>fairly</i>	<i>vacation</i>
together	-	see <i>again</i>	see <i>avocation</i>
trader	->	see <i>tartar</i>	
train	->V		
turn	->V		
traitor	->	see <i>tartar</i>	see <i>available</i>
trinity	->	see <i>eternity</i>	very
true	->	see <i>dear</i>	-> see <i>over</i>
truth	->V	see <i>dear</i>	violent
turn	V	see <i>train</i>	-> see <i>valiant</i>
unavoidable	->V	see <i>inevitable</i>	violently
unceasing	->V	see <i>incessant</i>	see <i>valiantly</i>
undated	->V	see <i>indebted</i>	vocation
understood	->V		see <i>avocation</i>
			void
			-> see <i>avoid</i>
			voluble
			see <i>available</i>
			weed
			wood
		see <i>interested</i>	
		were	-> see <i>are</i>
undoubted	->V	see <i>indebted</i>	see <i>where</i>
			-> see <i>are</i>

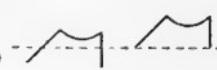
whereat   
whereto 

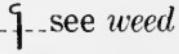
whereunto 

see *whereinto*

wherein   
whereon 

woman   
women 

whereinto   
whereunto 

wood  see *weed*

whereon 

young man   
young men  see *wherein*

whereto  see *whereat* yourself  see *use*

### STATES AND TERRITORIES

Alabama 

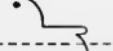
Georgia 

Alaska 

Guam 

Arizona 

Hawaii 

Arkansas 

Idaho 

California 

Illinois  or 

Colorado 

Indiana 

Connecticut 

Indian Territory 

Delaware 

Iowa 

District of Columbia 

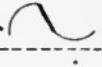
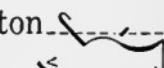
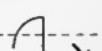
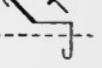
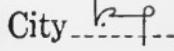
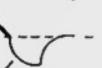
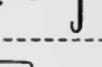
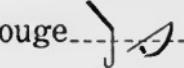
Kansas 

Florida 

Kentucky 

Louisiana		Oklahoma	
Maine		Oregon	
Maryland		Pennsylvania	
Massachusetts		Philippine Islands	
Michigan		Porto Rico	
Minnesota		Rhode Island	
Mississippi		Samoa	
Missouri		South Carolina	
Montana		South Dakota	
Nebraska		Tennessee	
Nevada		Texas	
New Hampshire		Utah	
New Jersey		Vermont	
New Mexico		Virginia	
New York		Washington	
North Carolina		West Virginia	
North Dakota		Wisconsin	
Ohio		Wyoming	

## CITIES AND TOWNS

Akron		Bayonne	
Albany		Binghamton	
Allegheny		Birmingham	
Allentown		Bloomington	
Altoona		Boise City	
Asheville		Boston	
Atchison		Bridgeport	
Atlanta		Brockton	
Atlantic City		Brooklyn	
Auburn		Buffalo	
Augusta		Burlington	
Aurora		Butte	
Austin		Cambridge	
Baltimore		Camden	
Bangor		Canton	
Baton Rouge		Catskill	

Cedar Rapids		Duluth	
Charleston		Elizabeth	
Chattanooga		Elmira	
Chelsea		Erie	
Chester		Evansville	
Chicago		Fall River	
Cincinnati		Fitchburg	
Cleveland		Fort Wayne	
Columbus		Fort Worth	
Concord		Galveston	
Covington		Gloucester	
Dallas		Grand Rapids	
Davenport		Harrisburg	
Dayton		Hartford	
Denver		Haverhill	
Des Moines		Hoboken	
Detroit		Holyoke	
Dubuque		Honolulu	

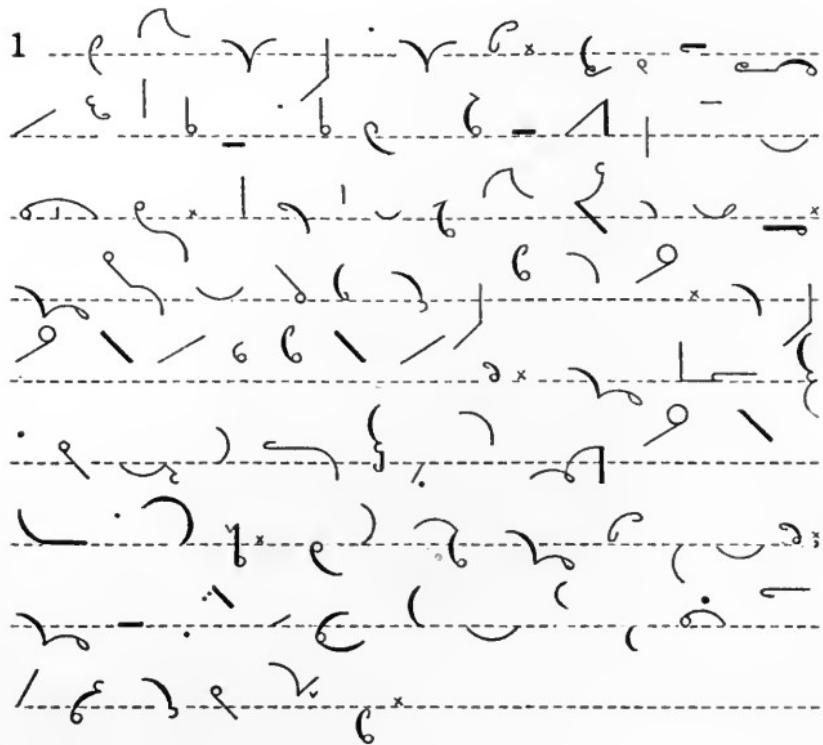
Houston		Los Angeles	
Indianapolis		Louisville	or
Jackson		Lowell	
Jacksonville		Lynn	
Jersey City		McKeesport	
Johnstown		Malden	
Joliet		Manchester	
Kalamazoo		Manila	
Kansas City		Memphis	
Kingston		Milwaukee	
Knoxville		Minneapolis	
Lancaster		Mobile	
Lawrence		Montgomery	
Leavenworth		Montpelier	
Lexington		Narragansett	
Lincoln		Nashville	
Little Rock		Newark	
Long Branch		New Bedford	

New Brunswick		Pittsburgh	
Newburgh		Portland	
Newcastle		Portsmouth	
New Haven		Poughkeepsie	
New Orleans		Providence	
Newport		Pueblo	
New York		Quincy	
Norfolk		Racine	
Oakland		Reading	
Omaha		Richmond	
Orange		Rochester	
Oshkosh		Rockford	
Passaic		Sacramento	
Paterson		Saginaw	
Pawtucket		St. Joseph	
Peoria		St. Louis	or
Petersburg		St. Paul	
Philadelphia		Salem	

Salt Lake City		Tallahassee	
San Antonio		Taunton	
San Diego		Terre Haute	
San Francisco		Topeka	
San Juan		Trenton	
Savannah		Troy	
Schenectady		Utica	
Scranton		Washington	
Seattle		Waterbury	
Sioux City		Wheeling	
Somerville		Wilkes Barre	
South Bend		Williamsport	
Spokane		Wilmington	
Springfield		Woonsocket	
Superior		Worcester	
Susquehanna		Yonkers	
Syracuse		Youngstown	
Tacoma		York	

## READING EXERCISES

Short Words are Best



۱۲۰

3. *Yeremias* (Jeremiah) *Yeremias* (Jeremiah) *Yeremias* (Jeremiah)

4 - f - ' \ - } , 9 } - e . }

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

6

This block contains the handwritten phonographic transcription for sample 6. It consists of ten horizontal lines of stylized symbols, likely representing a sequence of speech sounds or musical notes. The symbols are fluid and vary in complexity across the lines.

7

This block contains the handwritten phonographic transcription for sample 7. It consists of ten horizontal lines of stylized symbols, similar in style to the transcription for sample 6, representing a sequence of speech sounds.

1) *shorts* + *longs*

8 *shorts* + *longs*  
*shorts* + *longs*

9 *shorts* + *longs*  
*shorts* + *longs*

10.

11.

(b)  $\int_x^y (t^2 - 1)^{1/2} dt$

The image shows five staves of handwritten Persian Farsi lyrics. The first four staves are arranged vertically, with the fifth staff positioned below them. The lyrics are written in a cursive, fluid style. The first three staves begin with the letter 'ب' (B), the fourth with 'د' (D), and the fifth with 'ن' (N). The lyrics appear to be a single continuous sentence or a poem.

—+/- 6 ~ 6 . 8 7 8 9  
L.

13

The image shows a vertical column of ten horizontal lines. Each line contains a unique combination of phonographic symbols, such as loops, dashes, and dots, representing different sounds or linguistic features. The symbols are handwritten-style and vary significantly from line to line.

A handwritten musical score for instrument 14, consisting of five staves of music. The notation includes various note heads, stems, and rests, typical of early printed music notation.

A handwritten musical score for instrument 15, consisting of four staves of music. The first staff begins with a treble clef, a 'C' key signature, and a common time signature. The second staff begins with a bass clef and a 'G' key signature. The third staff begins with a bass clef and a 'C' key signature. The fourth staff begins with a bass clef and a 'G' key signature. The music includes various note heads, stems, and rests, with some notes having horizontal dashes or wavy lines through them.

A handwritten musical score on three staves. The first staff begins with a treble clef, a 'C' key signature, and a common time signature. It contains six measures of music. The second staff begins with a bass clef and a 'G' key signature. The third staff begins with a bass clef and a 'C' key signature.

A single sheet of handwriting practice paper featuring five horizontal rows of cursive script. The letters are formed with fluid strokes, and some letters in each row are marked with small 'x' symbols, likely indicating errors or specific points of focus for the student. The handwriting is in black ink on white paper.

E. E. HALE

A handwritten musical score for piano, page 17. The score consists of five staves of music. The first staff begins with a treble clef, followed by a key signature of one sharp (F#) and a common time signature. The second staff begins with a bass clef and a common time signature. The third staff begins with a treble clef and a common time signature. The fourth staff begins with a bass clef and a common time signature. The fifth staff begins with a treble clef and a common time signature.

## A Talk to Young Stenographers

18

... *and so on* .  
... *and so on* .

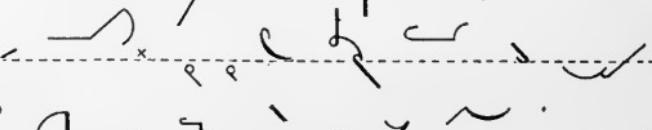
19

... *and so on* .  
... *and so on* .

A handwritten musical score for instrument 21, consisting of five staves of music. The notation includes various note heads, stems, and rests, typical of early printed music notation. The score is organized into measures separated by vertical bar lines. The handwriting is fluid and shows some variations in stroke thickness.

A handwritten musical score for piano, page 23. The score consists of five staves of music. The first staff begins with a treble clef, a key signature of one sharp, and a common time signature. The second staff begins with a bass clef and a common time signature. The third staff begins with a treble clef and a common time signature. The fourth staff begins with a bass clef and a common time signature. The fifth staff begins with a treble clef and a common time signature.

24. .... ۱۵۰

25. 

A handwritten musical score for instrument 26, consisting of two staves of music. The top staff uses a treble clef, a common time signature, and a key signature of one sharp. It contains six measures of music, each starting with a quarter note. The bottom staff uses a bass clef, a common time signature, and a key signature of one sharp. It also contains six measures of music, each starting with a quarter note.

..... t n l i b r a r y  
..... r e p o r t s  
..... a n d  
..... b u t  
.....

27 ..... t n l i b r a r y  
..... r e p o r t s  
..... a n d  
..... b u t  
.....

A handwritten musical score for a string quartet, consisting of four staves. The top staff begins with a measure number 28 followed by a bass clef, a common time signature, and a key signature of one sharp. The subsequent measures feature various rhythmic patterns and dynamic markings like forte and piano. The middle staves continue this pattern, with the bass clef changing to a C-clef for the third staff. The bottom staff concludes the page with a bass clef and a C-clef.

A handwritten graph on lined paper. The y-axis has a value of 30 at the top and 10 at the bottom. The x-axis shows time with marks for 1, 2, 3, 4, and 5. A series of points is plotted and connected by a line, showing a steady decline from a value above 30 at time 1 down to 10 at time 5.

“~ ~ ~” . . . . .

~ ~ ~ . . . . .

~ ~ ~ . . . . .

31     ~ ~ ~ . . . . .  
      ~ ~ ~ . . . . .  
      ~ ~ ~ . . . . .  
      ~ ~ ~ . . . . .  
      ~ ~ ~ . . . . .

32     ~ ~ ~ . . . . .  
      ~ ~ ~ . . . . .

32      ፳ ደ ስ ተ እ የ ደ ደ  
 ፈ ተ ደ ደ ደ ደ ደ ደ  
 ፅ ደ ደ ደ ደ ደ ደ  
 ዓ - ዓ ዓ ዓ ዓ

33      ዓ ዓ ዓ ዓ ዓ ዓ  
 ፈ ዓ ዓ ዓ ዓ ዓ  
 ፅ ዓ ዓ ዓ ዓ  
 ዓ - ዓ ዓ  
 ፈ - ፈ -

34      ፈ ዓ ዓ ዓ  
 ፈ - ዓ ዓ ዓ

A handwritten musical score for instrument 35, consisting of six staves of music. The music is written in a cursive, expressive style, likely ink, on three-line staff paper. The first staff begins with a bass clef, the second with a treble clef, and the third with a bass clef. The fourth staff begins with a treble clef, the fifth with a bass clef, and the sixth with a treble clef. The music includes various note heads, stems, and rests, with some notes having horizontal dashes or dots indicating pitch or duration.

A handwritten musical score page, numbered 36 at the top left. The score consists of six measures of music, each with a key signature of one sharp (F#) and a common time signature. Measure 1 starts with a bass clef, followed by a treble clef, then a bass clef. Measures 2 through 6 start with a treble clef. The music includes various note heads (circles with stems), rests, and a few vertical bar lines. The handwriting is cursive and appears to be a personal copy or working draft.

37 - = ^ - h ~ . ✓ ↗ x (

✓ c ~ \ y | s c \ o ↗

p - x

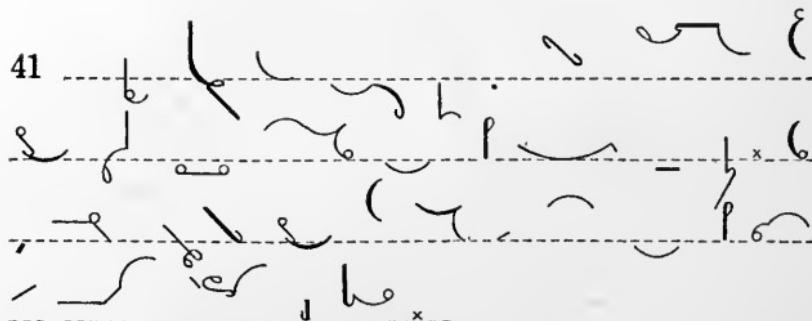
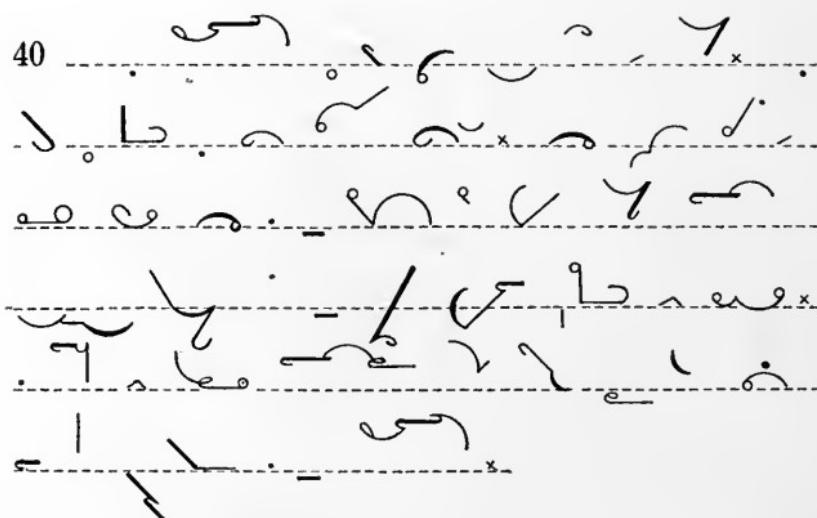
✓ c ~ c c ~ w )

x . } p - ↗

✓ h . ? . ↗

) ' ↗ x

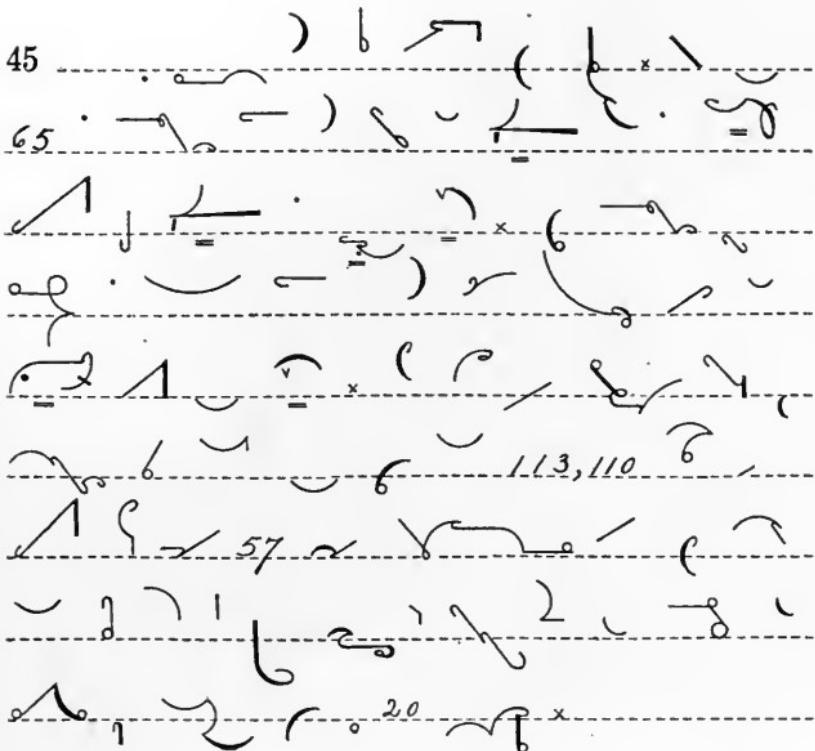
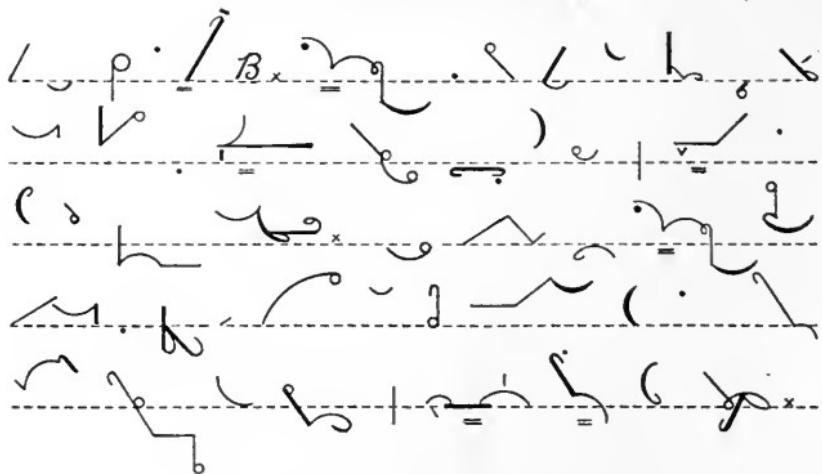
A handwritten musical score for a string quartet, page 38. The score consists of four staves, each representing a different instrument: violin I, violin II, viola, and cello. The music is written in common time, with various note heads and stems indicating pitch and rhythm. Measure numbers 6 through 10 are visible at the beginning of each staff. The handwriting is fluid and shows some ink bleed-through from the reverse side of the page.



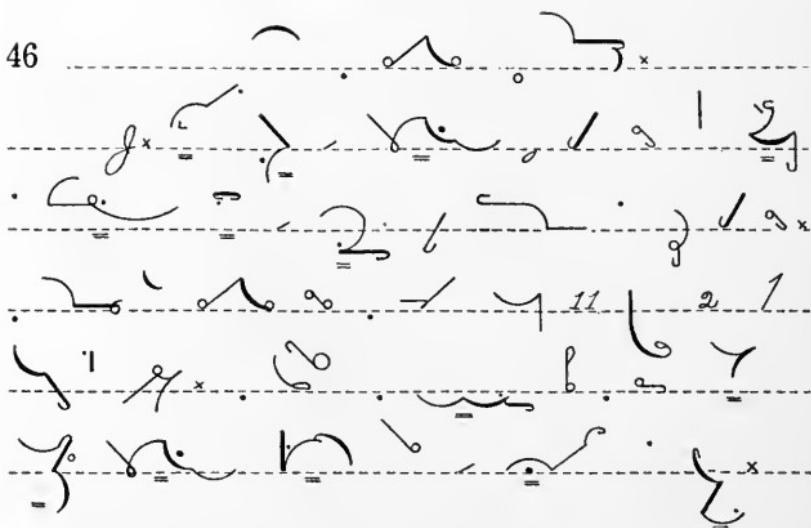
## Post Offices on Wheels

A handwritten musical score consisting of three staves. The top staff begins with a treble clef, followed by a dotted half note, a quarter note, a eighth note, a sixteenth note, and a eighth note. The middle staff begins with a bass clef, followed by a quarter note, a eighth note, a sixteenth note, a eighth note, a sixteenth note, a eighth note, and a sixteenth note. The bottom staff begins with a bass clef, followed by a quarter note, a eighth note, a sixteenth note, a eighth note, a sixteenth note, a eighth note, and a sixteenth note.

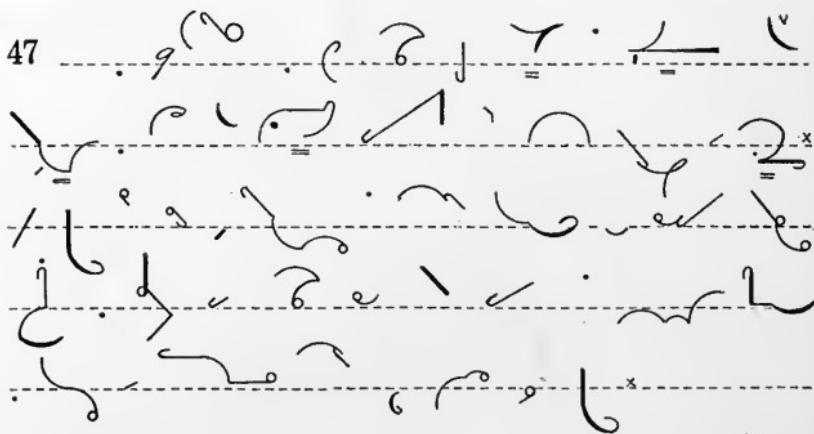
44 . . . . .



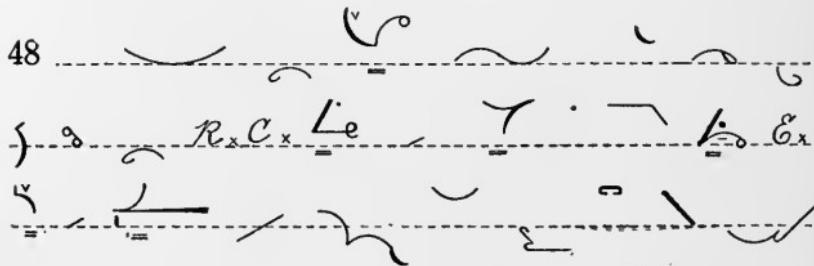
46



47



48



48 ...  
 49 ...  
 50 ...  
 51 ...  
 52 ...  
 53 ...  
 54 ...  
 55 ...  
 56 ...  
 57 ...  
 58 ...  
 59 ...  
 60 ...

49 ...  
 50 ...  
 51 ...  
 52 ...  
 53 ...  
 54 ...  
 55 ...  
 56 ...  
 57 ...  
 58 ...  
 59 ...  
 60 ...

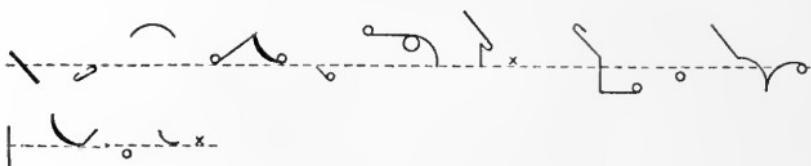
50

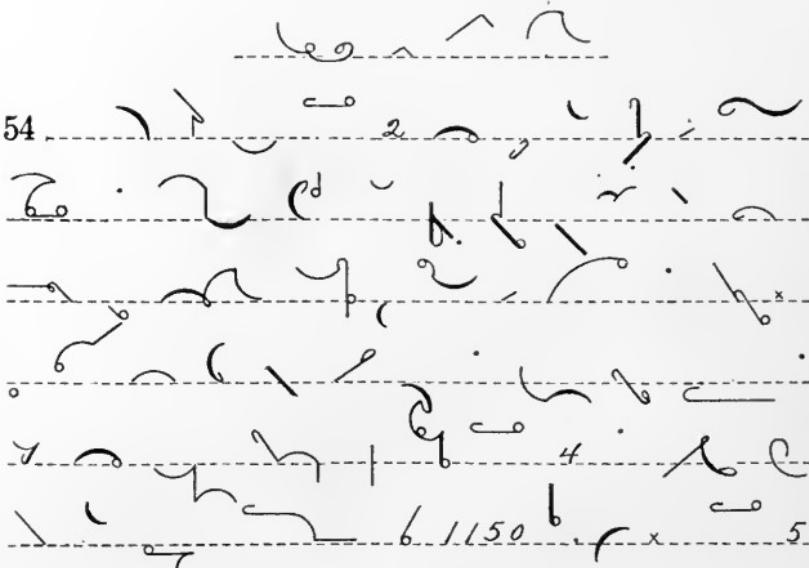
51

*—* *x* *f* *c* *d* *l*

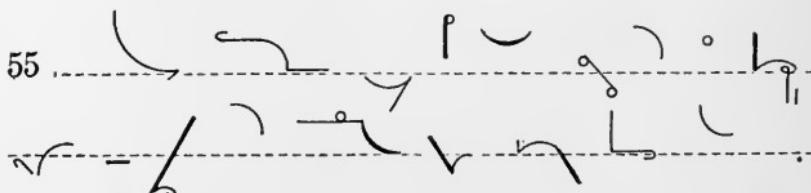
A handwritten musical score for piano, page 52, featuring three staves of music. The first staff begins with a treble clef, a 'C' key signature, and a common time signature. The second staff begins with a bass clef and a 'G' key signature. The third staff begins with a bass clef and a 'C' key signature. The music consists of various note heads and stems, with some notes having horizontal dashes or vertical stems extending from them.

A handwriting practice sheet featuring a large number '53' at the top left. The page contains three rows of dashed horizontal lines for writing. The first row contains the letters 'l', 't', 'f', 'r', 'm', 'n', 'v', 'w', 'y', and 'z'. The second row contains 'l', 't', 'f', 'r', 'm', 'n', 'v', 'w', 'y', and 'z'. The third row contains 'l', 't', 'f', 'r', 'm', 'n', 'v', 'w', 'y', and 'z'. Each row has a different set of accompanying symbols and punctuation marks.



54. 

Handwritten phonographic transcription of a long segment of speech. The transcription is organized into five horizontal rows. Row 1 starts with a vertical stroke and ends with a short horizontal line. Row 2 starts with a short horizontal line and ends with a short horizontal line. Row 3 starts with a short horizontal line and ends with a short horizontal line. Row 4 starts with a short horizontal line and ends with a short horizontal line. Row 5 starts with a short horizontal line and ends with a short horizontal line. The entire transcription is preceded by the number "54." and followed by a vertical line and the number "5".

55. 

Handwritten phonographic transcription of a short segment of speech. The transcription consists of a single row of connected strokes on three horizontal dashed lines. The row begins with a short horizontal line, followed by a series of short, downward-curving marks, and ends with a short horizontal line.

55. *Post Office on wheels*  
 56. *Post Office on wheels*  
 57. *Post Office on wheels*  
 58. *Post Office on wheels*  
 59. *Post Office on wheels*  
 60. *Post Office on wheels*  
 61. *Post Office on wheels*  
 62. *Post Office on wheels*  
 63. *Post Office on wheels*  
 64. *Post Office on wheels*

56. *Post Office on wheels*  
 57. *Post Office on wheels*  
 58. *Post Office on wheels*  
 59. *Post Office on wheels*  
 60. *Post Office on wheels*  
 61. *Post Office on wheels*  
 62. *Post Office on wheels*  
 63. *Post Office on wheels*  
 64. *Post Office on wheels*

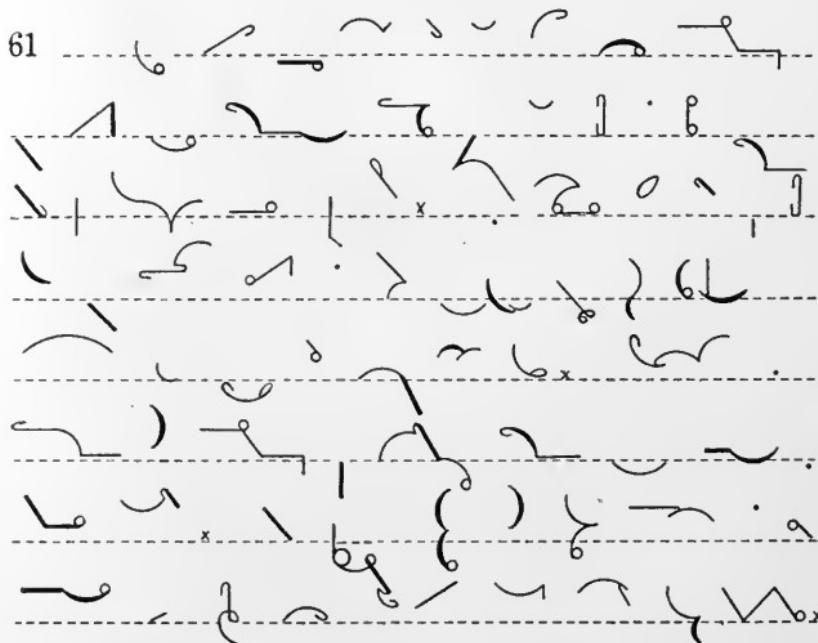
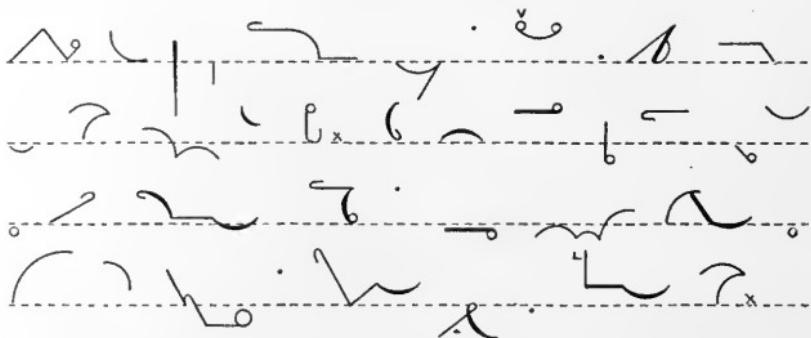
58

.....( ) . V .. T | V K D  
L . \ A - \ ( ) . V L I  
. b . / . V W C . V P  
V ^ / \ C | ~ C L C M  
V x . V . V ^ V ) C /

58. *...l c r c r b h s*  
*l l d l - l | y - l x*

59. *...l d j ~ c l l*  
*b c h v / . ? / v / .*  
*l v o o v v v v v v*  
*l e b , v v v : ? / g - v*  
*v v ? l v v - ( v :*  
*A - v v v , l / v v , ) ~*  
*l l l l l*

60. *...l . , . l*  
*l l l l l l " 7 " / v x*  
*l l l l l l l l l l*



## WRITING EXERCISE

### Post Offices on Wheels

(CONTINUED)

62 The "helper," as he empties each sack on the distributing table, arranges the packages with the addresses towards the sorter. This is called "facing" the mail, and the operation of placing it into the pigeon-holes is known as "throwing." Removing the distributed pieces for delivery is "tying out," and the printed labels attached to every package of fifty or a hundred letters, and which the sorter stamps with his name and official designation, so that any errors in separation may be charged against him, are called "facing slips."

63 Some idea of the magnitude of the service may be gained from the fact that the Chicago post office alone serves out 50,000 of these slips to the clerks of the Sixth Division every day. It is to the interest of every clerk's reputation and standing to see that his stint is performed and all his mail properly distributed, tied-out, and labeled before he reaches the end of his run. The work is apportioned so that each member of a crew has an equal share.

64 But in case more mail is received than can be handled, a report is made of the number of sacks unworked and the clerk in charge on the connecting run receives a memorandum to that effect. This official gives his attention first to his own regular work and then to that in arrears, which he makes a strong effort to clean up. If he fails, he hands a slip to the foreman of the crew with whom he connects, and if the run of the latter end at a terminal point, such as Chicago or Omaha, on the through line from New York to San Francisco, he and his force are bound to distribute every letter and paper before they leave the car.

The average clerk will distribute about 2,000 letters or ten sacks of 150 pieces an hour, which means that he will read 33 addresses and arrange them in their proper order every minute.

65 Letters are more easily handled than papers, being lighter and involving less physical exertion ; but the movements of the letter-sorter are cramped and in the end prove very tiring. The postal clerk, of all men, has to cultivate a strong digestion and the habit of sleeping soundly under difficulties. He generally takes his meals with him and eats them cold during the brief intervals he is able to snatch from his duties, or he may leave the train during the ten-minute stops at way-stations and snatch a hurried repast.

66 In such cases, one or more men are always left in charge of the train, to guard the mails, though the penalty of ten years at hard labor against mail-robbers and the incorruptibility of Federal juries have proved effective in preventing attempts at theft. Attacks on clerks are rare. In an outlying district of Kentucky the solitary agent on a branch road was recently fired at as his train passed a lonely spot, and his life has since been threatened. He has not, however, asked for protection, and the Department has not thought the danger imminent enough to relieve him.

67 On reaching the end of his run, the clerk is required to register again. The rules on this point are very strict. A failure to register, even though the work were executed, would involve a loss of pay for the trip, unless a good excuse were forthcoming, the object being to make sure that the full run has been performed. At terminal points dormitories for the railway clerks are provided in the post office building, and to these they repair immediately on arrival. Their names are registered, with the hour at which they wish to be called, and a watcher is in attendance to wake them. On long runs they are frequently compelled to sleep in the cars, in which case they sleep on an improvised couch of empty mail sacks. Smoking in trains or the use of cooking-stoves is not permitted. This rule is rigidly enforced on such lines as the New York Central, where cars have been burned through the careless handling of lights.

68 Strangers are also forbidden to enter the postal cars, and those admitted on passes are registered, checked and reported on

like any other consignment of mail matter. The regulation requiring the wearing of a uniform cap, with a gilt badge bearing the initial letters of the words Railway Mail Service, is practically a dead letter and will probably be repealed, since the cars are generally so hot that all superfluous clothing is dispensed with. Errors are charged up against each clerk, and, if numerous, are punishable by fine or otherwise.

69 The clerks are nearly all hard-working, good-natured and intelligent—full of anecdotes, as becomes men who travel sometimes 90,000 or 100,000 miles a year, and whose memory for general information is strengthened by the severe drill to which it is constantly subjected in their business. Some of the older hands dispense altogether with the use of labels on their cases (although this is an infringement of the regulations), and intrepidly perform their long journeys with no written memoranda of schedule changes.

70 A fortnightly magazine is published in their interest. From the Washington office a daily bulletin is issued, occupying one and sometimes two quarto sheets, giving the names of post offices established, changed, or discontinued, general orders, railroad extensions, etc. A division schedule is also supplied to the men once a week, containing the time-tables in detail of the different railroad post offices and list of express pouches, and calling special attention to all changes. Clerks in charge are required to notify the Division Superintendent of all changes in schedule on their lines. Order-books are kept of all points where clerks register their names. But the document which most interests individual members of the force is the little half-sheet of case examinations, containing honorable mention of those who during the month have distinguished themselves in correct distributions of the test cards.

71 It is the service roll of honor, and involves the same distinction as among soldiers is conferred by mention in despatches. The General Superintendent further gratifies those highest on the list by a personal letter of congratulation. The oldest clerk, now well on in the sixties, runs between Cleveland and Toledo in

connection with the New York and Chicago Railroad Post office. When first appointed, he had entire charge of the baggage, mail, and express between Buffalo and Toledo, and attended to all the business himself.

72 There now are nine carloads of mail alone passing over the same road every day, and these give employment to a large force of clerks. The heaviest postal route on any railroad in the world is over the New York Central. A train leaves every morning at 4:35, carrying the daily papers from New York to Buffalo. A local train, leaving at 8:30, drops the mails at stations between those points. At 8:50 a fast train starts with two sixty-foot postal cars containing mail for the Western States.

73 Again, at 9 P. M., there is the west-bound flyer which makes the connections for California. A crew of sixteen clerks accompanies it as far as Syracuse. There they are relieved by twelve others, who, at Cleveland, give place to ten more. The train reaches Chicago in twenty-seven hours, forty-five minutes, and is the heaviest mail carrier in the world. The east-bound fast mail, leaving Chicago over the same line every morning, makes the run to New York in twenty-five hours, thirty-five minutes, and by the time it arrives every letter is sorted for delivery to the different city stations. A few large firms and corporations in New York have secured the privilege of a special separation.

74 The quantity of letters traveling East and West from day to day is about the same, though, as the great publishing centers are all in the East, the paper mail westward is naturally much heavier. Postal cars vary in length from forty to sixty feet, and are named after prominent statesmen or postal officials. Formerly they were all painted white, but they needed scrubbing so often that the railroads are now allowed to color them the same as their other cars; 396 mail cars are in use in the service, with 94 in reserve; also 1,680 apartment cars, with a reserve of 485, making a total of 2,655.

75 The difficulties railway clerks encounter in disposing of letters are akin to those of the ordinary postal officials. Women

who mark letters "in haste," and leave out the name of the town for which they are intended, and cranks who write addresses in rime, or experiment with white ink on black paper, furnish only a part of their trials. A letter was recently handled on the Lake Shore road bearing this rebus-like superscription :

Wood  
J  
Mass

76 Every clerk of course prides himself on being a better guesser than his neighbor, but it was only after a series of profane explosions that the champion guesser in the service correctly interpreted this to mean, "J. Underwood, Andover, Mass." A correspondent of a Chicago grocery firm was evidently in possession of their business card, for this is what he wrote on an envelope :

J. Smith.     J. Smith & Co.     E. Smith.  
Fine Groceries a specialty.  
Superior brands of California wines.  
Our representative will call on you shortly.  
Chicago.

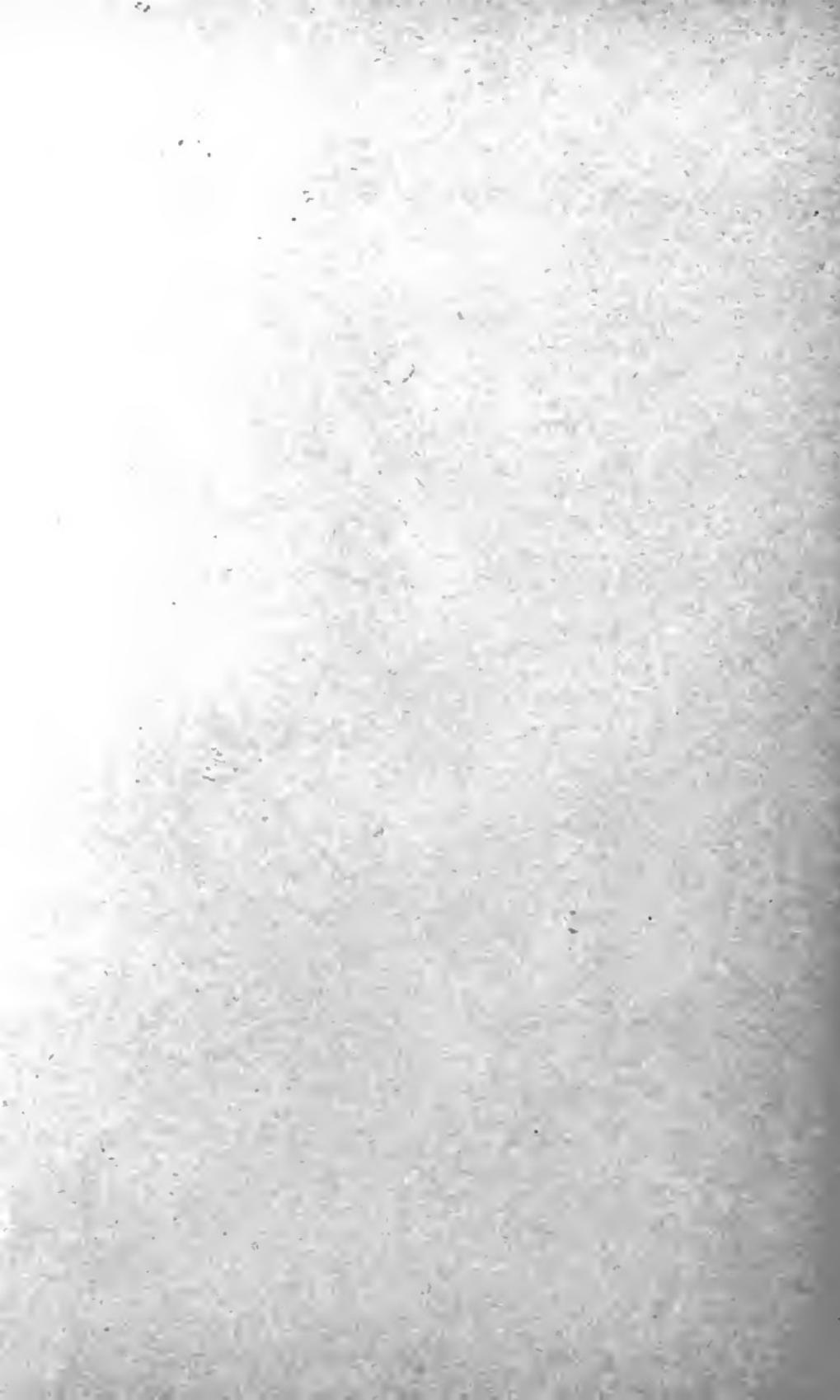
77 General Superintendent Bell is one of the most popular members of the service. His compact, sturdy figure, round face, bright eyes, and spectacles are well known on several thousand miles of mail route, and his untiring energy and genuine personal interest in the work stimulate all with whom he comes in contact. Mr. Bell was born at Reading, Penn., about fifty years ago, andmingles a Teutonic strain with his Scotch-Irish blood.

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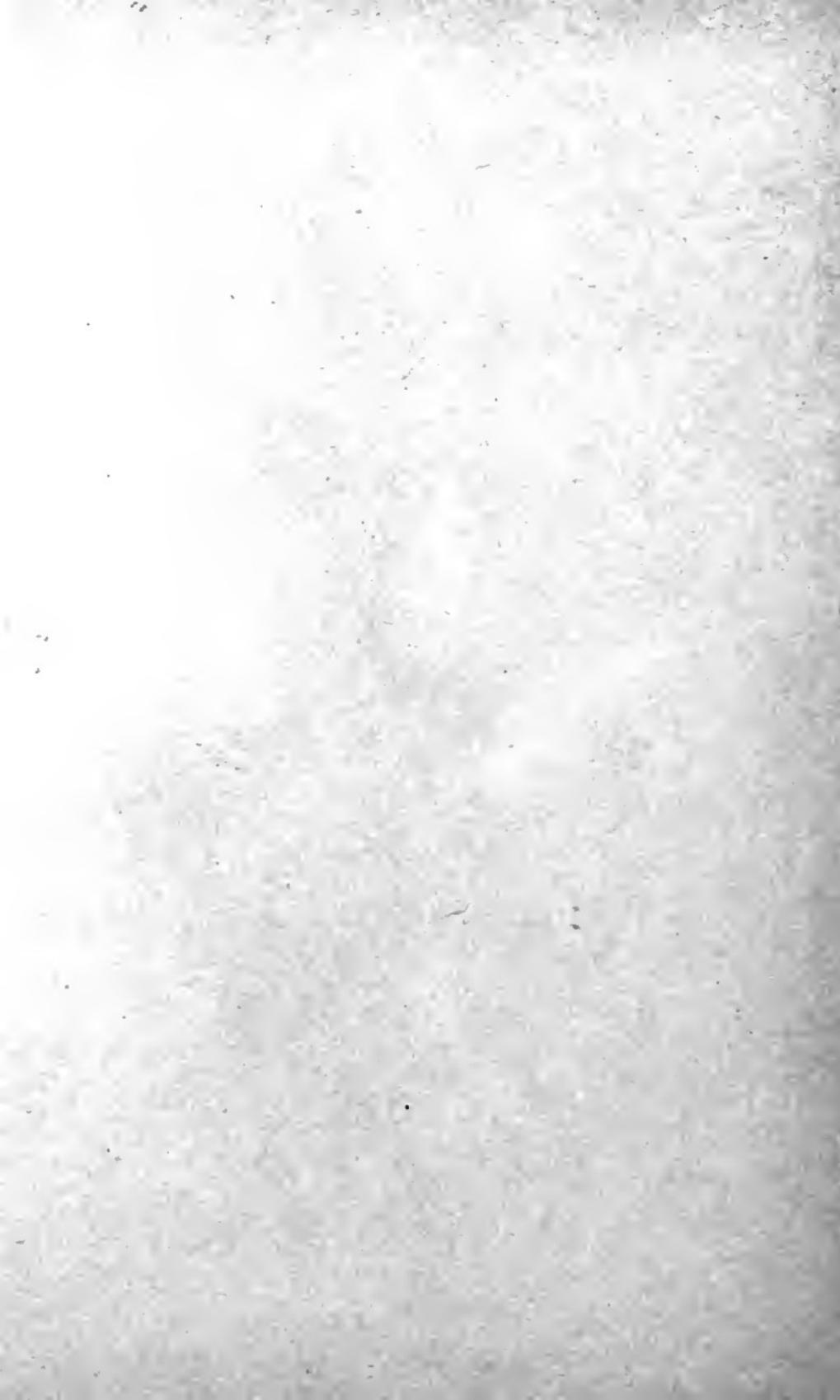
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